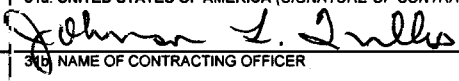
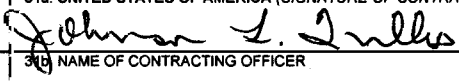



SOLICITATION/CONTRACT/OFFER FOR COMMERCIAL ITEMS <i>Offeror to complete blocks 12, 17, 23, 24, & 30</i>				1. REQUIRED NUMBER F74343-9294-0300		PAGE	
2. CONTRACT NO. F22600-00-C0044		3. AWARD/EFFECTIVE DATE 01 APR 00		4. ORDER NUMBER		5. SOLICITATION NUMBER F22600-00-R0038	
7. FOR SOLICITATION INFORMATION CALL Tom Kocurek				B. TELEPHONE (No Collect Calls) FAX: (228) 377-1811 (228) 377-1805			
9. ISSUED BY 81st Contracting Squadron / LGCV 200 Fifth Street Room 104 Keesler AFB MS 39534-2102				CODE F22600		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET-ASIDE 100% for <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADVANTAGED BUSINESSES <input type="checkbox"/> 8(A) SIC 7812 SIZE STANDARD: \$21.5 million	
				11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30	
				<input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)			
				13b. RATING DO C9			
				14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP			
15. DELIVER TO: 81 CS/SCPV 709 "H" Street Keesler AFB, MS 39534-				CODE		16. ADMINISTERED BY SEE BLOCK 9	
17a. CONTRACTOR/OFFEROR K-MAR INDUSTRIES, INC. 10253 D'IBERVILLE BLVD D'IBERVILLE MS 39532 Telephone (228) 392-4968, Fax (228) 392-5079 DUNS Number: 18-939-4414				CODE OCER2 FACILITY		18a. PAYMENT WILL BE MADE BY DFAS-LI / FP 3 ARKANSAS ROAD LIMESTONE, ME 04751-1500	
				CODE 667100			
19. ITEM NO.				20. SCHEDULE OF SUPPLIES/SERVICES Services, Nonpersonal - Visual Information Services Your proposal in response to solicitation F22600-00-R0038 (except for Atch 3, Solicitation Provisions, and Atch 4, Offeror Representations and Certifications). Amendments 0001, 0002 and 0003, are attached and incorporated herein. The amount of CLIN 0001AH is changed to read \$5000.00, and the amount of CLIN 0001AI is changed to read \$3000.00. <i>(Attach Continuation Sheet as Necessary)</i>		21. QUANTITY	
						22. UNIT	
						23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA ACRN AA: 5703400 300 6442 55327B 59247 03 000000 667100 000000 ESP BX						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$894,772.80	
27a. SOLICITATIONS INCORPORATE BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input checked="" type="checkbox"/> 27b. CONTRACTS/PURCHASE ORDERS INCORPORATE BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPY TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE YOUR OFFER <input checked="" type="checkbox"/> DATED 10 Feb 2000 . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: 0001AA through 0001AJ			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER JOHNSON L. TULLOS		31c. DATE SIGNED 20 MAR 21	
32a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. DO VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE				32c. DATE		35. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				41c. DATE		42a. RECEIVED BY (Print)	
						42b. RECEIVED AT (Location)	
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS Offeror to complete blocks 12, 17, 23, 24, & 30				1. REQUEST NUMBER		PAGE 1 of 9	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER F22600-00-R0038	
7. FOR SOLICITATION INFORMATION CALL A. NAME Tom Kocurek		B. TELEPHONE (No Collect Calls) FAX: (228) 377-1811 (228) 377-1805		8. OFFER DUE DATE/LOCAL TIME 3:00 PM 11 Feb 00			
9. ISSUED BY 81st Contracting Squadron/LGCV 310 M Street, Room 102 Keesler AFB, MS 39534-2147		CODE F22600		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET-ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADVANTAGED BUSINESSES <input type="checkbox"/> 8(A) SIC 7812 SIZE STANDARD: \$21,500,000.00		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING DO C9 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO: 81 Communication Squadron/SCPV 709 H Street Keesler AFB, MS 39534		CODE		16. ADMINISTERED BY SEE BLOCK 9		CODE	
17a. CONTRACTOR/OFFEROR K-Mar Industries, Inc. 10253-B D'Iberville Blvd D'Iberville, MS 39532 TELEPHONE 228-392-4968 DUNS Number 18-939-4414 CAGE Code: 0CER2		CODE FACILITY		18a. PAYMENT WILL BE MADE BY DFAS-LI/FP 3 ARKANSAS ROAD LIMESTONE, ME 04751-1500		CODE 667100	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED: <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES Services, Nonpersonal-Visual information Services (Attach Continuation Sheet as Necessary)		21. QUANTITY		22. UNIT	
						23. UNIT PRICE	
						24. AMOUNT Enter prices on pages 2-4. Use typewriter or black ink.	
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATIONS INCORPORATE BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACTS/PURCHASE ORDERS INCORPORATE BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPY TO ISSUING OFFICE (Block 9). CONTRACTOR <input checked="" type="checkbox"/> AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE OFFER DATED <input type="checkbox"/> YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Ken Lee, President		30c. DATE SIGNED Feb 10, 2000		31b. NAME OF CONTRACTING OFFICER		31c. DATE SIGNED	
32a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. DO VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE		35. AMOUNT VERIFIED CORRECT FOR			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
				42a. RECEIVED BY (Print)			
				42b. RECEIVED AT (Location)			
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

CONTINUATION SF 1449 BLOCKS 19-24

**THE SCHEDULE
SUPPLIES OR SERVICE AND PRICES/COSTS**

Item No.	Supplies/Services	Qty	Unit Issue	Unit Price	Total Amount
SERVICES, NONPERSONAL: Contractor shall provide all personnel, supervision, training, transportation, facilities, equipment, supplies, tools, labor and other items necessary to perform Visual Information Services for Keesler AFB, MS in accordance with the Statement of Work (SOW).					
0001 BASIC PERIOD (01 APR 2000 THROUGH 30 SEP 2000)					
0001AA	Visual Information Services Center. Visual Management, Contractor Furnished Equipment (CFE), Contractor Furnished Facilities, Custodial Services and site specific overhead IAW the SOW, Paragraph 1.	6	MO		
0001AB	Furnish Required Data and Reports as listed in Appendix 6, Required Documentation and Reports Data				Not Separately Priced
0001AC	Graphics Services and products IAW SOW: Price includes delivery of all art work to the government upon contract completion or termination.	6	MO		
0001AD	Photographic Services and products IAW SOW. Includes black and white and color photographic services and electronic imaging.	6	MO		
0001AE	Video/Audio Production Services and products IAW SOW: Includes Video/Audio productions, Documentaries, KETV News and CATV.	6	MO		
0001AF	Presentations Services and products IAW SOW: Includes Presentation Support Services, Presentation Services, Video Teleconferencing and Equipment Maintenance.	6	MO		
0001AG	Interactive Videoteletraining Services and products IAW SOW	6	MO		
0001AH	Reimbursement for equipment repair parts obtained by the contractor which exceed the one part repair limit of \$500.00 IAW SOW.			Not to exceed	5,000.00 \$25,000.00
0001AI	Reimbursement for equipment purchased by the contractor on behalf of the government in support of the BVISC IAW SOW.			Not to exceed	3,000.00 \$125,000.00
0001AJ	Reimbursement for Music License Fees in accordance with contract provisions			Not to exceed	<u>\$ 2,500.00</u>

**THE SCHEDULE
SUPPLIES OR SERVICE AND PRICES/COSTS**

Item No.	Supplies/Services	Qty	Unit Issue	Unit Price	Total Amount
SERVICES, NONPERSONAL: Contractor shall provide all personnel, supervision, training, transportation, facilities, equipment, supplies, tools, labor and other items necessary to perform Visual Information Services for Keesler AFB, MS in accordance with the Statement of Work (SOW).					
1001 FIRST OPTION PERIOD (1 OCT 2000 THROUGH 30 SEP 2001)					
1001AA	Visual Information Services Center. Visual Management, Contractor Furnished Equipment (CFE), Contractor Furnished Facilities, Custodial Services and site specific overhead IAW the Statement of Work.	12	MO		
1001AB	Furnish Required Data and Reports as listed in Appendix 6, Required Documentation and Reports Data	12	MO		Not Separately Priced
1001AC	Graphics Services and products IAW SOW: Price includes delivery of all art work to the government upon contract completion or termination.	12	MO		
1001AD	Photographic Services and products IAW SOW: Includes black and white and color photographic services and electronic imaging.	12	MO		
1001AE	Video/Audio Production Services and products IAW SOW: Includes Video/Audio productions, Documentaries, KETV News and CATV.	12	MO		
1001AF	Presentations Services and products IAW SOW: Includes Presentation Support Services, Presentation Services, Video Teleconferencing and Equipment Maintenance.	12	MO		
1001AG	Interactive Videoteletraining Services and products IAW SOW:	12	MO		
1001AH	Reimbursement for equipment repair parts obtained by the contractor which exceed the one part repair limit of \$500.00 IAW SOW.			Not to exceed	<u>\$ 25,000.00</u>
1001AI	Reimbursement for equipment purchased by the contractor on behalf of the government in support of the BVISC IAW SOW.			Not to exceed	<u>\$125,000.00</u>
1001AJ	Reimbursement for Music License Fees in accordance with contract provisions			Not to exceed	<u>\$ 2,500.00</u>

**THE SCHEDULE
SUPPLIES OR SERVICE AND PRICES/COSTS**

Item No.	Supplies/Services	Qty	Unit Issue	Unit Price	Total Amount
SERVICES, NONPERSONAL: Contractor shall provide all personnel, supervision, training, transportation, facilities, equipment, supplies, tools, labor and other items necessary to perform Visual Information Services for Keesler AFB, MS in accordance with the Statement of Work (SOW).					
2001 SECOND OPTION PERIOD (1 OCT 2001 THROUGH 30 SEP 2002)					
2001AA	Visual Information Services Center. Visual Management. Contractor Furnished Equipment (CFE). Contractor Furnished Facilities, Custodial Services and site specific overhead IAW the Statement of Work.	12	MO		
2001AB	Furnish Required Data and Reports as listed in Appendix 6, Required Documentation and Reports Data.	12	MO		Not Separately Priced
2001AC	Graphics Services and products IAW SOW: Price includes delivery of all art work to the government upon contract completion or termination.	12	MO		
2001AD	Photographic Services and products IAW SOW: Includes black and white and color photographic services and electronic imaging.	12	MO		
2001AE	Video/Audio Production Services and products IAW SOW: Includes Video/Audio productions, Documentaries, KETV News and CATV.	12	MO		
2001AF	Presentations Services and products IAW SOW: Includes Presentation Support Services, Presentation Services, Video Teleconferencing and Equipment Maintenance.	12	MO		
2001AG	Interactive Videoteletraining Services and products IAW SOW:	12	MO		
2001AH	Reimbursement for equipment repair parts obtained by the contractor which exceed the one part repair limit of \$500.00 IAW SOW.			Not to exceed	<u>\$ 25,000.00</u>
2001AI	Reimbursement for equipment purchased by the contractor on behalf of the government in support of the BVISC IAW SOW.			Not to exceed	<u>\$125,000.00</u>
2001AJ	Reimbursement for Music License Fees in accordance with contract provisions			Not to exceed	<u>\$ 2,500.00</u>

STATEMENT OF WORK

1. **GENERAL** The contractor shall provide all equipment, tools, materials, facilities, personnel, training, supervision, and other items and services necessary to perform Visual Information Services (VI) as defined in this Statement of Work (SOW) except as specified in Paragraph 3, Government Furnished Property and Services and in Appendix 4 (A-4) as Government Furnished Equipment at Keesler Air Force Base, Mississippi. Standard Performance Requirements for these services are listed in Paragraph 2, Service Delivery Summary (SDS). The contractor shall provide Visual Information services as described below. The estimated quantities of work are listed in Appendix 3, Workload Estimates.

1.1. **Visual Information Management.** The contractor shall be responsible for providing visual information products and services to Keesler AFB and all assigned host/tenant, ROTC, and inter-service agreements to include those as described in this SOW. The contractor shall ensure all work orders meet the official work standards of AFI 33-117 and meet the requirements of each individual work request to the customers satisfaction. All products produced by the contractor are the sole property of the Government and shall not be used or sold by the contractor for any purpose. VI materials produced by the contractor must be kept within the bounds of propriety and good taste and not contain any illustrations, scenes, or language which would discredit the Air Force and subject it to public disfavor or ridicule.

1.1.1. **Electronic Imaging Equipment.** In addition to providing visual information products using traditional equipment, the contractor will also operate and provide visual information products utilizing the electronic imaging equipment that integrates the following capabilities: a Graphics Imaging System (GIS), a Digital Processing Systems (DPS), an electronic presentations systems a file server, and assorted video and digital-based input/output devices. All these systems will be connected to a Local Area Network (LAN). The Electronic Imaging Center (EIC) will be capable of out putting VI productions in hard copy while being capable of delivering color graphics and still photo images in electronic storage devices and formats as required by customers for direct electronic projection systems. The digital processing system will also have the capability to electronically transmit and receive still photo imagery between other workstations, as well as the Joint Combat Camera Center (JCCC) and other remote locations as required by customers supported.

1.1.1.1. **Visual Information Advisor/Consultant Assistance.** Upon written request, contractor shall provide advice and assistance on current visual information materials, methods, equipment, and facilities available. This service may require site visitation of facilities on-and-off base as requested. Any temporary duty (TDY) requirements or costs will be borne by the requesting agency. Written reports shall be provided to the requester within five working days after receipt of request. This does not include normal advice and assistance provided customers during the course of day-to-day operations.

1.1.2. **Visual Information Video Productions.** The contractor shall forward requests received for Video Productions to the BVIM. Approved requests for local production shall be documented in accordance with AFI 33-117, paragraph 4.7.1.

1.1.3 **Work Control.** All work for other than presentation support services, shall be based on a valid and properly completed and approved work order, AF Form 833, Visual Information Support Request or DD Form 1995, Visual Information Production Request and Evaluation and Approval Report. The contractor shall provide a computer, and a database program in order to establish and maintain a computerized work order tracking system for each area. This system shall provide for logging and tracking of all Base Visual Information Service Center (BVISC) work orders, numbering them, and showing the status of each work order. The following general fields of information shall be entered into the tracking program for each type work (graphics, photo, video production, equipment maintenance, presentations, self-help, etc.); work order number, priority code, the requester's name, rank, organization, phone number, date/time received and date/time due.

1.1.3.1 **Photography and Graphics.** Photographic and Graphic work orders shall also include: description of product(s) to include complexity level, number products requested, and whether product costs are reimbursable.

1.1.3.2 **Equipment Maintenance.** Equipment maintenance logs shall include; the type maintenance, type equipment, and serial number of equipment.

1.1.3.3 **Video Production.** Video production work orders shall include; type production to include complexity level, number of products requested and if reimbursable.

1.1.3.3 **Presentation Services.** Presentation Services work orders shall include: date presentation required, time presentation required, type presentation to include equipment and operator requirements, and location of presentation.

1.1.3.4 **Interactive Videoteletraining (IVT).** Interactive Videoteletraining work orders shall include course title, course number, rehearsal hours, broadcast hours and number of downlinks.

1.1.3.5 Video Teleconferencing (VTC). Video Teleconferencing log shall include originators name, originators location and length of broadcast.

1.1.3.6 Other Areas. Public Affairs Photography, Public Affairs/Keesler Television News Broadcast and Interactive Courseware Development (ICW) areas shall be assigned a blanket work order on the first workday of each month. Completed projects shall be annotated on the blanket work order and the work order shall be closed at the end of each month. The Work Order Tracking program shall contain areas for description of products or services performed to include level of complexity and number of products or productions.

1.1.3.7 Malfunctions. Any malfunction of computers and/or software regardless of cause shall be remedied by the contractor to ensure data continuity. All data lost regardless of cause shall be recovered by contractor at their expense within one week of loss. All contractor provided computers must be compatible with government NT based computer systems.

1.1.3.8 Backup and Printout. All work order transactions shall be entered into this system and a back-up disk provided to the Quality Assurance (QA) personnel on a weekly basis (on the second workday of the week). This back-up disk along with the corresponding production summary printout shall be provided to the BVIM for weekly review.

1.1.4 Central Delivery. The Contractor shall establish a central delivery pick-up point for graphics, photographic and video production work. The delivery pick-up point shall be in a central location with immediate access for customers and be visually identified.

1.1.4.1 Work Orders. The contractor shall not accept work orders, which are incomplete, improperly prepared, or are not legible. It is the contractors responsibility to ensure all applicable blocks are completed on the Visual Information Request, (AF Form 833), on both the front and back. The requester shall complete the front of AF Form 833 while the contractor shall be responsible for completing the back as appropriate. Separate series of work order numbers shall be used for graphics work orders and photographic work orders. Work orders shall be numbered sequentially, starting with 1-01 etc., to indicate calendar month and work order number so that, for instance, 7-01 would indicate the first work order for the month of July. Work orders containing several work requirements such as shoot, process, proof, and print shall count as one work order with one due-date/time. Work orders are considered complete when the customer has been notified the work is ready for pick up as indicated by the contractor in blocks bottom rear section of the AF Form 833. Requesters specify the due date/time on the AF Form 833 and all work must be completed on time. The contractor shall forward completed work orders to the QA personnel in which the customer has been notified of completion, but has failed to pick up the completed work within 5 work days of notification.

1.1.4.2 Services beyond scope of contract. The contractor shall forward all requests for products and services deemed beyond the scope of the contract to the BVIM or designated QA personnel.

1.1.4.3 Work Order Priorities. All work orders received by the contractor shall fall within one of the following priorities: (See Appendix 2 for the work order priority percentages as relates to the technical complexity of the product or service.)

Priority 01: Work of an emergency nature, when time is of the essence. Command directed taskings, aircraft accidents, accident investigation boards, intelligence collection, criminal investigations and **certain time-sensitive public affairs material** are examples of priority 01 work. Priority 01 work shall be accomplished without delay and will preempt all lower priority work.

Approval Authority: Base Visual Information Manager or QA personnel (in his/her absence On-Scene Commander, Investigation Board or the Wing Commander).

Priority 02: This shall be assigned to graphic work that requires quick turn-around and for the standard priority of photo support. This includes work requested by Public Affairs (PA) for internal or public release, public safety agencies (Security Forces, Fire Department, Safety, Office of Special Investigations), unit commanders, and products needed to support other work with time restraints.

Approval Authority: QA personnel for Graphics, BVIM for Video, and customer for photographic requests.

Priority 03: This shall apply to all other routine work that can be programmed in advance or on a recurring basis.

Approval Authority: Customer for graphics and Photography, BVIM for Video

Priority 04: This shall apply to all complex video production, some publication art, models, fine arts, murals, some 2D displays/exhibits and all 3D displays/exhibits. Work will be performed on an approved basis with a first in - first out arrangement, unless otherwise designated. Response times will vary depending upon the complexity of the request and required presentation date. The BVIM or QA personnel will meet with the contractor and requester to establish mutually agreeable due dates.

Approval Authority: BVIM/QA personnel and customer.

1.1.4.4 Approval and coordination. With the exception of passport photography, work orders requesting more than five copies of any product (graphics or photographic) require the approval of the BVIM or QA personnel. Work orders requesting graphics support for printed materials or publication masters to be printed by the Defense Automated Printing Service (known locally as Field Printing) must be coordinated with, and approved by, the BVIM or QA personnel in the "remarks" section of the AF Form 833 prior to acceptance by the contractor. Work orders requesting personalized and decorative items designed to explain an accomplishment must be coordinated and approved in the "remarks" section of AF Form 833 by the local commander of the organization requesting service.

1.1.4.5 Submission of work orders. Work orders completed and delivered to customers each week shall be kept separately, grouped by type and the work count taken. The contractor shall submit work orders, accompanied with the production summary printout from the contractor supplied work order tracking program, to the QA personnel NLT 0900 hours of the second duty day following the end of the previous week.

1.2 ADMINISTRATIVE SERVICES. The contractor shall provide all administrative services necessary to perform Visual Information Services (VI) as defined in this Statement of Work (SOW).

1.2.1 Data Submissions. The contractor shall provide all invoices, reports, forms, and other correspondence listed at Appendix 6, Required Reports, at the time and frequency and in the number of copies specified therein, and ensure the data submitted are complete, accurate, and on white paper. The contractor also shall ensure all copies are legible, neat and sent or, if need be, hand-carried to arrive at the office of the addressee on the workday and time by which they are required to be submitted.

1.2.2 High Interest Photography. The contractor shall screen all photography accomplished. Submit original still photography of subjects or events that may be considered of permanent interest to the Air Force after approval by the BVIM and PA, to 11 CS/SCUT-A 3720 Fetcher Ave., Andrews AFB, MD 20331-5157, In accordance with AFI 33-117, paragraph 6.6.2. Submissions must be made quarterly and a negative response shall be submitted in writing to the BVIM stating why no submissions were made. All photographic products including products not accomplished by contractor personnel shall be screened for historical submission by Photojournalist(s) assigned to Public Affairs.

1.2.3 Motion Media Records Center Submissions. The contractor shall screen all video and film documentaries accomplished and submit material that may be considered of permanent interest to the Air Force to the BVIM.

1.2.4 Host-Tenant and Interservice Support Agreements. The contractor shall maintain a list of host tenant and interservice support agreements requiring VI support. The contractor shall submit a monthly report (included with the work order turn-in on the first week of the new month) of all designated reimbursable host-tenant or interservice work requests to include: name, rank, and unit of requester, type and amount of work, amount of material expended, number of hours required to accomplish the work and total estimated cost of work accomplished.

1.2.5 Air Force Form 714. The contractor shall answer all customer complaints registered on AF Form 714, Customer Complaint Record, in writing and return all original copies to the QA personnel within three work days after receipt. The contractor shall have the following sign prominently displayed at the central delivery and pick up area:

"NOTICE TO ALL VISUAL SERVICES CUSTOMERS. If service is being refused for any reason or is unacceptable (i.e., photo, graphics or media library) from the contractor, AF Form 714, Customer Complaint Record Is available for addressing issues. These forms are available through the Quality Assurance Office in room 119, Bldg. 0902 (Wall Studio) or you may call extension 7-2793, or 7-4636 to discuss the problem and get assistance from an Air Force QA personnel in handling the complaint."

1.2.6 Records Management. The contractor shall designate a primary and alternate records custodian who shall be responsible for all Air Force records, regardless their form (e.g., paper, film, microfilm, magnetic tape or disc, etc.), received from the Government and/or created by the contractor in performance of this contract.

1.2.7 Environmental Control. The contractor shall comply with applicable EPA standards and local environmental and atmospheric directives for the handling, neutralizing, and disposing of industrial toxic waste materials. Procedures to accomplish this shall be specified in the Contractors Quality Control Plan.

1.2.8 Facilities Maintenance. The contractor shall maintain all facilities in a neat and orderly condition. Problems with contractor facilities in building 0902, Wall Studio, or building 0468, Keesler Medical Center, should be addressed to the respective building managers.

1.2.8.1 (Deleted).

1.3 GRAPHICS SERVICES.

1.3.1 Overview. The contractor shall provide color and black and white graphic arts support to include the design and creation of technical and scientific illustrations, charts, graphics, viewgraphs, diagrams, cartoon illustrations and other artwork for managerial, operational, training, educational, motivational and administrative purposes. Electronic Imaging will be used for the majority of these products. The contractor shall also provide design and production of other graphic products such as military fine art, murals, posters, displays, exhibits, and temporary or interior signs utilizing hand painted or hand drawn techniques of the highest professional caliber and technical competence.

1.3.1.1 Work Count. For most graphics products, the work count shall be the quantity/number of finished products delivered to the customer. Most intermediate products shall not be counted as production units. As example: A unit with overlays shall count as one unit. Where more complex items are involved commercial practices will be followed. Production units which are assembled together to form a more complex presentation will each count as one (1). As example: a basic display or exhibit complete with lighting would count as one (1) unit; subsequent photographs, large format color prints or posters, charts, graphs, emblems, signs, detailed or fully articulated models, etc. which are part of the display or exhibit will be counted individually and their sum total added to the work order count. Lamination, mounting and edge trimming of graphic or photographic products are counted in addition to the product. As example: A large format color print is laminated and mounted onto foamcore. The work count would be three (3). The product itself counts as one unit as well as each of the subsequent steps of lamination and mounting.

1.3.1.2 Quality of Products. Graphics support may require contact with the customer one or more times in development and preparation of the product(s). All products shall be produced to the highest industry commercial standards and shall meet the customer's requirements as stated on the AF Form 833. Samples of completed graphics, indicating quality of work are maintained by the QA personnel. They are Appendix 7 (A-7) Quality Standards.

1.3.1.3 Graphics Products. The contractor shall prepare authorized requested graphics products as stated below and in Appendix 3 (A-3), Graphic Products. Products, response time, and estimated annual quantities are listed in Appendices 2 and 3 (A-2, A-3), Graphic Products. Due to the sensitive nature and official use of graphic products produced, the contractor shall ensure all graphics work is performed by contractor employees. The contractor shall include in his Quality Control Plan procedures for ensuring only contract employees handle and disseminate graphic work, and also state the procedures, contractor facilities and equipment to be used to meet both normal and surge requirements.

1.3.1.4 Visualization. The contractor shall provide artistic expertise to customers to assist in graphic arts development and to aid in conceptualizing graphics approaches to basic and abstract ideas and plans. The contractor shall coordinate all requests for visualization service through the BVIM to insure customer has knowledge of contract parameters (the BVIM and QA personnel may work closely with the contractor employee in the visualization process). A visualizer(s) shall be available during normal working hours and shall make sketches or rough drafts to illustrate ideas for the customer and as a guide for finished artwork, when required. The visualizer(s) shall:

1. Assist customers in clarifying communication objectives.
2. Tailor imaginative, premium quality design to deliver a message of maximum impact.
3. Consult with customers to determine strategy and develop multi-stage visual communication programs to support customer marketing efforts.
4. Offer creative script writing services in conjunction with video productions.
5. Assist customers in conceptual development of brochures, manuals, reports, Economic Impact Statements, flyers, newsletters, handouts, posters, banners, presentation folders, promotional materials and other products necessary to forge visual images for user organizations.

6. Be proficient in page layout and publication design from concept to finished product utilizing EIC equipment and standard commercial desktop publishing software (Quark Xpress, Pagemaker, Adobe Illustrator, Adobe Photoshop, etc.).

1.3.1.4.1 Contractor Visualizer Personnel. Contractor shall ensure an adequate number of highly skill individuals are available to meet the contract requirements. Due to the complexity of this service the contractor shall provide level III Illustrators.

1.3.1.5 Self-Help Graphics. The contractor shall provide self-help capability for production of non-professional charts, poster, displays, illustrations, name plates, indoor signs, viewgraphs, etc. Materials, equipment, and supplies to make the aforementioned items shall be readily available at all times. The contractor shall provide a minimum of two self-help graphic imaging system with accessories and software. Self help computer must meet the minimum requirement as stated in Appendix 1 (A-1), paragraph A1.3.3 under Contractor Furnished Equipment. The contractor furnished computers shall be networked and capable of printing to the government provided color printer.

1.3.1.5.1 Self-Help Staffing. The contractor shall staff the self-help facility with a dedicated full time Illustrator to provide guidance and assistance to self-help customers. The self-help Illustrator will design templates for customers to be used in their presentations as required. Advice and assistance on assembly techniques shall be provided upon request. Availability of self-help capabilities shall not excuse the contractor from performing work when requested. The Government estimates for self-help graphics are shown in Appendix 3 (A-3) for the purpose of estimating supply requirements.

1.3.1.5.2 Clip Art Service. The contractor shall provide clip art in the self-help graphics area. The clip art shall be clearly marked and readily accessible.

1.3.2 Graphics Products. The contractor shall:

1.3.2.1 Properly mark classified products with the level of classification and general downgrading instructions as required in accordance with paragraph 11c of DODM 5220.22, Industrial Security Manual for Safeguarding Classified Information. All classified products including extra copies, working papers, and scraps, will be safeguarded and returned to the requester. All material shall be accounted for and annotated on the AF Form 833. The contractor will handle and safeguard classified material in accordance with DODR 5200-11/AFI 31-401.

1.3.2.2 Keep original unclassified artwork on file in Graphics, unless otherwise instructed by the BVIM or QA personnel. Computer generated masters shall be filed on floppy disks, or other suitable large capacity disk. Disks shall be filed by organization. Backup disks shall be created once a month. All masters shall be filed by organization and will be reviewed annually by a representative from the organization for currency. Outdated material will be discarded.

1.3.2.3 Provide a minimum of one NT compatible and two Macintosh compatible Graphic Imaging Systems (GIS) which meet the requirements of A1.3.4 of the SOW. Contractor furnished equipment must be compatible with the government provided systems.

1.3.2.4 Provide a multifunctional color laser copier/printer/scanner and RIP capable of producing a full bleed 11x17 print onto 12x18 paper for the production of contractor furnished items. The contractor furnished copier/printer and RIP shall meet the requirements of paragraph A1.3.5 of this SOW.

1.3.2.5 Prepare artwork for 35mm slide reproduction utilizing original art work, customer copy, computer generated images or existing masters as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Careful attention shall be given to the size and proportion of artwork. Ensure that layouts and sizes remain relatively constant to prevent visual distractions. The majority of 35mm slides will be computer generated utilizing contractor provided film recorders and film processors. All 35mm slides shall be processed by the E-6 method utilizing a contractor provided E-6 film processor. No instant or Polaroid type slides will be accepted. The contractor furnished film recorder(s) shall meet the requirements of paragraph A1.3.6 of this SOW. . The contractor furnished E-6 film processor shall meet the requirements of paragraph A1.3.7 of this SOW. Due to the variety and complexity of products the contractor shall provide level II Illustrators for accomplishing 35mm slide art.

1.3.2.6 Produce and assemble viewgraphs from original artwork and existing masters as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Viewgraph artwork shall be designed and assembled so that changes and modifications may be easily made to the text. Viewgraphs will normally be computer generated in Power Point, full color

and printed utilizing the contractor provided electrostatic printer. Approximately 5 percent of viewgraphs produced will be "Board Room" quality and will be required to be printed on the government provided dye sublimation printer.

1.3.2.7 Design and construct flip charts, briefing charts, status charts, and wall charts as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Charts are normally computer generated. Contractor shall provide a large format color printer and RIP for the production of computer-generated charts and other graphic items, which will produce prints up to 35.5 inches wide by 108 inches in length. Assemble flip charts and briefing charts with a cover sheet and mount on cardboard, illustration board or foamcore. With the exception of flip charts, other charts may be required to be laminated utilizing contractor provided laminator capable of laminating a minimum of 36 inches wide. Charts in excess of 30x40 inches must be approved by the BVIM or QA personnel. Charts over 35.5 inches wide by 96 inches long will be paneled. Each panel on an oversize chart will receive a work count of 1. The contractor furnished large format printer shall meet the requirements of paragraph A1.3.8 of this SOW. The contractor furnished laminator shall meet the requirements of paragraph A1.3.9 of this SOW.

1.3.2.8 Design and letter or engrave signs by hand (brush, airbrush, markers, silk-screen, etc.) or machine (Letteron Kroy engraver, vinyl cutter, computer, etc.) as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Signs may also include artwork such as emblems, illustrations, etc. Contractor shall not produce permanent exterior signs. Contractor shall provide a vinyl cutter capable of producing cut vinyl 30 inches wide without stripping or paneling of individual design elements. The contractor furnished vinyl cutter shall meet the requirements of paragraph A1.3.10 of this SOW.

1.3.2.9 Design, construct, and letter posters non-Civil Engineers maps, book covers and calendars as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Construct as required on paper, illustration board, card stock, vinyl coated Styrofoam, plastic panels, wood and metal in size and quantity established by requester.

1.3.2.10 Design, construct, and letter displays/exhibits as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Construct as required on paper, illustration board, card stock, vinyl coated Styrofoam, plastic panels, wood and metal in size and quantity established by requester. Displays/exhibits will range from table top and wall decor to elaborate freestanding functions including 2 and 3 dimensional designs. All lighting forms, mannequins, etc. shall be provided by the contractor. The contractor shall furnish facilities and all related wood working and metal working equipment, power tools and hand tools for the fabrication of custom displays and exhibits. This is a controlled item and shall be accomplished only by the approval of the BVIM or QA personnel. Video productions incorporated into a display/exhibit shall be produced on a separate work order and counted independently.

1.3.2.11 Maintain or modify existing displays, exhibits or training devices that fall within the VI functional area as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Workload estimates include maintenance and updates to existing displays or exhibits.

1.3.2.12 Provide a minimum of one commercially produced 10 foot wide by 8 foot tall curved panel display system, complete with top track lighting and free standing podium for use in the development and presentation of displays by base customers. The contractor furnished display system shall meet the requirements of paragraph A1.3.11 of this SOW.

1.3.2.13 Design, construct, and letter nameplates as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Construct as required (Letteron Kroy, engraver, computer, etc.) on paper, illustration board, card stock, vinyl coated Styrofoam plastic panels, wood and metal in size and quantity established by requester.

1.3.2.14 Design, construct, and letter emblems, decals, labels, badges, and stickers as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Decals shall be constructed in a manner for simple transfer and long lasting adhesion. Emblems must conform to specific standards of design and color as specified in Air Force Heraldic Instructions. Emblems shall be done on paper, film, illustration board, vinyl-coated Styrofoam, expanded plastic panel, wood and metal, utilizing various methods (hand construction/completion, photographs, engraved, large format print, cut vinyl, etc.).

1.3.2.1 Fabricate three-dimensional paper mache, clay or wooden emblems and prepare hand carved and otherwise fitted master emblems as identified in Appendix 3 (A-3) based on AF Form 833 work orders. The master emblems shall be used to cast rubber molds for rendering plaster cast emblems finished in full color or in bronze or silver tone. These items will be provided to official agencies only by approval of the BVIM or QA personnel.

1.3.2.16 Design and produce illustrations for subsequent inclusion in printed publications as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Computer illustrations will be compatible with and formatted to government requirements. Illustrations shall be in black and white or color, in four (4) color and single color formats or on computer disk. The contractor shall be responsible for all illustrations submitted for all resident and Career Development Course

(CDC) material. The contractor shall provide illustrations compatible with and formatted to the Course Development and Student Administration/Registrar (CDSAR) computer requirements in encapsulated postscript format (EPS). Illustrations produced for CDC and resident course requirements shall be of high quality and in the sizes and format requested.

1.3.2.17 Have the capability for printing illustrations from computer disks for resident courses and sending computer disks with illustrations to the Extension Course Institute (ECI) at Maxwell AFB for inclusion in CDC's. All computer disks sent by the contractor from Keesler AFB to ECI will be color coded with a red label.

1.3.2.18 Maintain computer generated products on high density floppy disks, or other large capacity disk as approved by the BVIM, as file art. These disks will become the property of the Government.

1.3.2.19 Scan documents and convert them to a Portable Document Format (PDF) utilizing contractor furnished GIS and contractor furnished software (Adobe Acrobat) as identified in AF Form 833 work orders. Scan text documents, perform Optical Character Recognition (OCR) on the documents utilizing contractor furnished GIS and contractor furnished software (Omni Page Pro or equal) and convert the document to a Microsoft Word Format. For document scans, each page scanned and converted will receive a work count of one.

1.3.2.19.1 Provide copies of file art in PDF, EPS, TIFF, JPEG, DOC, BMP, WMF or AI format to customers who furnish disk(s) appropriate for transfer as identified in AF Form 833 work orders. Individual illustrations will be counted when transfer is accomplished. If an entire disk is transferred with no change, unit count is only one.

1.3.2.20 Obtain approval from the BVIM or QA personnel to accomplish any request that has five or more different products contained in a single work order. This must be done before the work is accomplished.

1.3.2.21 Maintain capability to provide name tags, book covers, signs, posters, charts, calendars, etc., utilizing hand drawn techniques. However, when possible, and the capability exists, these products should be accomplished utilizing EIC equipment.

1.3.2.22 Accomplish lettering by mechanical methods (Letteron, Kroy, cut vinyl, engraved, etc.) or prepare by hand (brush, air brush, vinyl lettering) method as requested or required as identified in AF Form 833 work orders. Unit count for lettering may be taken only when the finished product cannot be attributed to a specific product line or when it is not a component of a more complex product such as lettering on windows, doors or customer provided materials that require lettering only.

1.3.2.23 Prepare text for unique printing requirements as identified in AF Form 833 work orders. Writers and instructors prepare text for instruction books. However, both the command section and several other offices will require desktop publishing design services and text setting. The contractor will prepare desktop publication design services and text setting only after the request has been approved by the BVIM or QA personnel.

1.3.2.24 Provide a binding capability utilizing a hole puncher and plastic spiral spines.

1.3.2.25 Design, construct, and letter banners and similar items (flags, legends,, mottoes, etc.) as identified in AF Form 833 work orders. Construct as required on paper, cloth, canvas, or vinyl. This is a controlled item and shall be accomplished only by the approval of the BVIM or QA personnel.

1.3.2.26 Letter and number official military license plates and fabricate, embellish, and letter official vehicle rank and organization placard as identified in AF Form 833 work orders .

1.3.2.27 Hot roll laminate graphic work items as requested by customers as identified in AF Form 833 work orders. The contractor shall provide the capacity to hot roll laminate up to 36 inches wide. Laminates will normally be 5-mils thick applied to both sides, matte or clear finish as requested. Approximately 10 percent of items laminated will require 10-mil laminate to both sides. All items laminated shall be free from wrinkles, blisters or other noticeable defects. Any graphic work items, which are damaged in the lamination process, will be re-accomplished on a priority basis and shall not be recounted as a completed item. This is a controlled item and shall be accomplished only by the approval of the BVIM or QA personnel.

1.3.2.27.1 Caution customers requesting lamination of items that were not accomplished as a graphic or photographic work item of the inherent danger of the lamination process. The contractor will use due care when laminating any item but will not be responsible for lamination damage to customer provided items, provide due care was used. Lamination is a controlled item and shall be accomplished only by the approval of the BVIM or QA personnel.

1.3.2.28 Mount graphic products onto foamcore, gatorboard, UltraBoard, illustration board, Sentra, or other similar substrate as identified in AF Form 833 work orders. The graphic product so mounted shall be free from wrinkles, bubbles and the like. Due to the relative high humidity in the local area the contractor shall provide a vacuum mounting system to insure an adequate bond of the materials being mounted. The contractor furnished vacuum mounting system shall meet the requirements of paragraph A1.3.12. This is a controlled item and shall be accomplished only by the approval of the BVIM or QA personnel.

1.3.2.29 Apply perimeter edge trim to items mounted on foamcore or substrates 3/16 inches thick as identified in AF Form 833 work orders. The contractor shall furnish an edge trim system and edging materials in black, white, silver and gold. The contractor furnished system shall meet the requirements of paragraph A1.3.13 of this SOW. This is a controlled item and shall be accomplished only by the approval of the BVIM or QA personnel.

1.3.2.30 Fabricate exact scale models possessing the characteristics and proportional dimensions of items such as terrain, actual operational equipment, weapons, aircraft, ships and personnel as identified in AF Form 833 work orders. Models may be required to be static, partial working or working replicas; stand-alone or diorama in nature. Standard model materials shall include but not be limited to paper, paper-mache, clay, plasticine, vacuform plastic, modeling metal, soft and hard woods and metal and cloth of various grades and thickness. Some models may require electronic wiring and small motors. The contractor shall furnish facilities and all related woodworking and metalworking equipment, power tools and hand tools for the fabrication of models and dioramas. Models are a controlled item and shall be accomplished only on the approval of the BVIM or QA personnel.

1.3.2.31 Provide fine arts illustrations, portraits and murals for historical, motivational and other military purposes as identified in AF Form 833 work orders. Contractor shall provide these items on paper, illustration board, canvas, Masonite board, expanded plastic panel and the like. The customer shall be responsible for framing and proper hanging and display of these items. The contractor shall provide technical guidance as to framing and hanging systems to the customer when requested. Contractor shall ensure an adequate number of highly skilled individuals are available to meet the contract requirements for both quality and quantity. Due to the complexity of this service the contractor shall provide level III Illustrators (DOL No. 13043). This is a controlled item and shall be accomplished only by the approval of the BVIM or QA personnel.

1.3.2.32 Provide room or hallway murals, wall graphics, emblems, etc. for historical, motivational and other military purposes as identified in AF Form 833 work orders. Contractor shall provide these items directly to building, room or hallway walls. Contractor shall ensure an adequate number of highly skill individuals are available to meet the contract requirements for both quality and quantity. Due to the complexity of this service the contractor shall provide level III Illustrators (DOL No. 13043). Room, hallway and building enhancement projects are controlled items and shall be accomplished only by the approval of the BVIM or QA personnel.

1.3.2.33 Provide crime/disaster scene illustration upon request. This includes on-location illustration work when requested. These illustrations are accomplished according to specific instructions provided by the investigative organizations. It is estimated this service will be required only sporadically during the contract. One response per year is anticipated.

1.3.2.34 Provide the Command Post/Logistics Readiness Center with graphics personnel to support emergencies, exercises or natural disasters such as hurricanes. It is estimated that overtime pay will be applicable to approximately 60 hours in support of the Command Post/Logistics Readiness Center. Over and above payments for this service will only be made for hours worked in excess of the 60 hours programmed.

1.3.3 Medical Illustration. The contractor shall provide a full service Medical Illustration Service.

1.3.3.1 The Medical Illustrator(s) shall adhere to copyright restrictions.

1.3.3.2 The Medical Illustrator(s) assigned to perform work for the Keesler Medical Center shall prepare sketches, drawings, paintings and construct models to illustrate surgical and medical research procedures, anatomical and pathological specimens, unusual clinical disorders, microorganisms and animal tissue. The Medical Illustrator(s) shall interact through close collaboration with physicians on specific cases in order to: develop the most desirable perspective, layout and points to be emphasized in the finished product; refer to standard anatomical and pathological tests as reference guides in illustration projects; assimilate preliminary drawings into comprehensive pictorials acceptable for physician requirements. The Medical Illustrator(s) shall be able to meet with doctors and other health care providers at the requesters office during normal business hours to discuss and review medical illustration work orders. Attending such

meeting will not absolve the contractor of the requirement to have the Medical Services section manned during normal business hours. The contractor shall state in his Quality Control Plan procedures to ensure the Medical Services section is manned during normal business hours and the procedures and equipment which will be provided in order to meet normal and surge requirements.

1.3.3.3 The Medical Illustrator(s) shall have a valid and current professional certification and valid current membership in the Association of medical illustrators. Due to the complexity of this service the contractor shall provide level III Illustrators (DOL No. 13043).

1.3.3.4 The Medical Illustrator(s) shall accomplish special projects and exhibits; accomplish projects involving interpretive pictorializations of surgical operations and lessons often involving new techniques and requiring considerable artistic ability. Translate intangible or non-visible portions of case on basis of verbal and written instructions i.e., anatomical duplicate, process, index and file all medical illustration material included in the following categories:

- Cases of medical and surgical interest.
- Gross pathological and anatomic specimens.
- New and unusual medical procedures or medical equipment.
- Medical subjects of environmental importance depicted artistically.
- Modifications of routine medical procedures.
- Original medical research.
- Support of professional training and research.
- Medical briefing and training aids
- Computer originated/enhanced art work.

1.3.3.5 The Medical Illustrator(s) shall be required to view pathological specimens, and autopsies, and must not have a religious or ethical aversion to human or animal experimentation. The medical illustrator(s) shall have knowledge of clinical, surgical, pathological and scientific graphic functions, basic anatomy, medical terminology, disease, medical law and medical ethics. The Medical Illustrator(s) shall maintain a file on all patients registered for reference and cross-referenced by record number, doctor, and subject index. This permanent file will be maintained in numerical order. The Medical Illustrator(s) shall insure that this file also cross-references with the photographic file as indicated in 1.3.3.4 above.

1.3.3.6 Products prepared by the Medical Services Section are government property and subject to all associated DOD and Air Force restrictions.

1.3.4 Video Graphics. The Contractor shall provide computer generated video graphics in support of television production and Interactive Videoteletraining broadcast. These graphics shall include text, illustrations, 2-D and 3-D models and animation. Graphics may have a realistic or abstract appearance. Motion sequences and rendered images shall be of high quality. The government may supply desktop graphics to the contractor for inclusion in video products. The contractor shall advise the government on selection of colors, fonts, and other design elements, which affect the quality of the video product. The contractor shall provide a suitable multi-write or incremental CD-Reader/Writer and applicable software for the purposes of providing CD disk to customers. The contractor furnished CD-Reader/Writer shall meet the requirements of paragraph A1.3.15. Due to the complexity of this service the contractor shall provide level III Illustrators (DOL No. 13043).

1.3.5 Interactive Courseware (ICW) Development & Air Force Qualification Training. The contractor shall assign a dedicated full time illustrator and a dedicated full time video/photo specialist to work with the 81 TRSS ICW flights [Interactive Courseware Development (ICW) Unit in building 4227 and the Qualification Training (Q) Flight in the Vosler Academic Development Center, Bldg. 2602] for the purpose of developing and producing Interactive Courseware and Air Force Qualification Training Packages. The contractor shall assist in integrating text, sound, graphics, still photos and full motion video into a digital interactive multimedia program or an Air Force Qualification Training Package.

1.3.5.1 Contractor Personnel. Due to the complexity of this service the contractor shall provide a Graphic Artist (DOL No.29150) and a Photographer III (DOL No.13073) for these duties.

1.3.5.2 Normal Duty Location. Contractor personnel providing these services will normally be assigned to a work station located in building 4227. Work performed at the Vosler Academic Development Center, Bldg. 2602 will be considered as a location assignment. Any conflict in schedules or need for services between the two flights, which cannot be resolved, shall be brought to the attention of the 81 TRSS commander and BVIM for resolution.

1.3.5.3 ICW Graphics. The contractor shall render custom computer graphics, drawings and animation, including but not limited to three-dimensional designs. All work shall be rendered in Windows or DOS environment, based on the ICW project platform provided by the 81TRSS. The contractor shall be knowledgeable of hardware and software requirements for ICW and advise ICW development teams regarding capabilities and limitation of the related hardware/software.

1.3.5.3.1 ICW Videography and Photography. The contractor shall use 81TRSS imaging equipment to acquire all necessary photographs and video to support ICW training packages. The contractor shall be able to operate a digital still frame camera, digital camcorders and associated peripheral equipment. The contractor shall provide a lighting system which meet the requirements of paragraph A1.3.16 The contractor shall provide special effects with proper lighting to insure high quality photographs and video are provided to the development teams.

1.3.5.4 Air Force Qualification Training Packages Graphics. The contractor shall render custom computer graphics, schematic drawings, block diagrams, and flow charts in a vector-based format (i.e.: Visio) which can be imported into Microsoft Word documents. The contractor shall provide photo-realistic graphics in a Bitmap format which can be imported into Microsoft Word Documents.

1.3.5.4.1 Air Force Qualification Training Packages Videography and Photography. The contractor shall provide a lighting package for use on remote video or photography assignments. The lighting package shall meet the requirements of paragraph A1.3.17. All remote site video or photography assignments shall be lit at the customers discretion. Proper placement of lighting shall insure shadow-free and glare-free images which maintain consistent levels of color, pedestal and composition. The contractor shall utilize government furnished waveform monitor, video monitor and associated cables that interface with a digital still camera or video camera at the customers discretion on all remote video or photography assignments. Use of this equipment shall provide the customer with line video and signal measurement to insure the maintenance of consistent levels of color, pedestal and composition.

1.4 PHOTOGRAPHIC SERVICES AND PRODUCTS. THE CONTRACTOR SHALL NOT OPERATE ANY CHEMICAL (WET) PHOTOGRAPHIC PROCESSES ON KEESLER AIR FORCE BASE. All chemical (wet) photographic processing shall be accomplished off base in a contractor operated facility. The contractor is responsible for acquiring and maintaining facilities and the processes to develop all films. Due to the sensitive nature and official use of photographic products produced, the contractor shall assure all photographic work is performed by contractor employees. The contractor shall state in his Quality Control Plan procedures for ensuring only contract employees handle and disseminate photographic work, and also state the procedures to be used at contractor facilities and equipment to be used in order to meet both normal and surge requirements.

1.4.1 Overview. The contractor shall provide photographic services, as requested on AF Form 833 or AF Form 365, to include processing of color films, production and reproduction of color prints, and the production and reproduction of slides/transparencies for color negatives. When work requires electronic methodology, image acquisition shall will be accomplished using a digital camera system for the majority of EIC still photographic requirements. Imagery acquired on 35mm film will be digitized, using a 35mm slide scanner and printed electronically. Due to the complexity of this service and the fast changing technical advancements the contractor shall not employee any entry level photographers. The lowest acceptable classification is Photographer II (DOL No. 13072).

1.4.1.1 Photographic Products. Performance Standards are included in Paragraph 2, Service Delivery Summary. All photographic products delivered to customers shall be clear, sharply focused, free from surface defects such as streaks, dust spots, stains, and acceptably lighted/exposed, and meet the customer's requirements. Product response times and estimated frequencies are listed in Appendix 2 (A-2), photographic products. Work count for negatives shall include only those negatives chosen for printing with the following exceptions:

1.4.1.2 Negative Count. Film exposed by authorized base users and submitted for processing shall be counted toward work count according to the actual exposure count indicated on "factory load" film. i.e. A 24 exposure roll would count as 24 negatives regardless of the actual number of exposures made on the roll.

1.4.1.3 Self-help Film. All film provided by the contractor to base users shall be factory loaded. Bulk load film shall not be used.

1.4.1.4 Digitally Produced Prints. Digitally produced products to be delivered to customers will be digital thermal dye continuous tone color prints (2x2 up to 8x10), color laser prints (8.5x11 up to 11x17 full bleed), Picrography 4000 prints (up to 12 x 18) or large format inkjet print (up to 35.5x108) utilizing a combination of GFE and CFE. The contractor shall provide a Graphic Imaging System which shall meet the requirements of paragraph A1.3.4. The **digital work station** shall

be capable of printing to the CFE Fuji Pictography 4000 (reference paragraphs A1.3.19 and A1.4.2.5.1). Digitized photo imagery will also be provided in various forms of data storage devices and file formats.

1.4.2 Photographic Services. Photographic services include scheduling location photography and providing studio, location, alert/emergency, self-help, copy, digital, and miscellaneous photography.

1.4.2.1 Location Photography. The contractor shall ensure photographers are present for location photography appointments 10 minutes prior to the date and time requested by the customers. The Government will normally notify (either orally or in writing) the contractor of requirements for location photography at least 24 hours in advance; however, this is not always possible. On occasion, the contractor may receive an hour or less notification of a location photography assignment, which shall be considered a Priority 01. Typical short notice requirements are for emergency situations and accidents.

1.4.2.2 Simultaneous Locations. The contractor shall maintain the capability to service a minimum of 3 different, simultaneous location photography assignments while providing for studio and alert photography requirements. The customer service area for photography must be attended at all times during duty hours. Location photographers shall use contractor furnished transportation. Some location photography will be aerial in Government provided aircraft arranged by the requester.

1.4.2.3 Official Work. Contractor shall adhere to AFI 33-117 and BVIM established policy. The contractor shall not disapprove or refuse to accomplish any work order request. Photography requests deemed unofficial or questionable by the contractor shall be immediately forwarded to the BVIM or designated QA personnel for determination. Any unofficial work performed shall not be counted as production by the Government.

1.4.2.4 After-duty Hour Assignments. Contractor shall provide photographer(s) for scheduled after-duty hour assignments. The contractor shall contact requester and ascertain appropriate attire for the event (i.e. dining in, formal dress, etc.).

1.4.2.5 Studio Photography. Provide portrait photography services during the hours of 0700-1700 hours, Monday through Thursday; and every other Friday from 0700-1200 hours with the compressed work schedule in effect. Contractor may schedule studio photography by appointment, but walk-in customers must be expected and accommodated. Studio operation hours shall be continuous without regard to lunch hours. Typical requirements are for passport application photographs, citizenship application photographs, special duty application photographs, Search and Rescue (SAR) identification photographs, and special interest photographs. Information to be included on the photographs shall be in accordance with instructions provided on the AF Form 833.

1.4.2.5.1 Traditional Photographic Methods. When film based photography is performed, two exposures per subject are made and the contractor selects the negative to be printed; however, the contractor shall take as many exposures as necessary to obtain the required composition and technical quality required for a desirable portrayal of the subject. Portraits must be properly exposed and lighted, of good contrast/color, clear, properly composed, and sharply focused. Portrait negatives shall be retouched, as necessary or as requested, to remove or subdue blemishes; however, retouching shall not be used to alter an individual's appearance. Reasons for portrait retakes shall be documented on the AF Form 833. As a minimum, the contractor shall provide seamless background paper for studio use in the following colors: white, gray, light blue, and dark blue. The contractor shall assist customers in ensuring that subjects meet established Air Force standards.

1.4.2.5.2 Digital Photography and All Army DA Promotion Photography. The contractor shall provide the majority of studio photography in a digital format. Contractor shall provide a **digital work station** which meets the requirements of paragraph A1.3.4. The contractor furnished Graphic Imaging System must be compatible with government furnished equipment. The contractor shall furnish one Fuji Pictography 4000 which meets the requirements of A1.3.19.

1.4.2.6 General Officers and Non-Air Force DOD Record Photography. The size, pose, number of photographs, information to be included on the photograph(s), and disposition of original negatives shall be in accordance with Air Force and DOD directives. The contractor must notify the customer when prints are ready, and have customer or customer's representative approves the prints. If portraits are rejected by the customer for subjective reasons, the contractor shall grant one additional sitting, and no more. However, if the retake was due to technical problems (i.e. poor or insufficient lighting, bad chemistry, defective film, etc.), additional sittings shall be authorized until the problem is resolved.

1.4.2.7 Official Passport Photographs. The contractor shall provide instant passport photography. The contractor shall provide a **digital work station** which will produce digital prints per the requirements of A1.3.4 and A1.3.19. As a backup to the digital system the contractor shall provide an instant passport camera per the requirements of paragraph A1.3.20. All passport photographs shall be cut and delivered to the customer at the time of the request. Subjects shall be photographed head-on to the camera against a white shadowless background. Flat lighting shall be used. Prints shall be 2x2 inches overall on a non-glossy surface on film that is acceptable to the US Passport Office. The image must measure not less than 1 inch nor more than 1-3/8 inches from the bottom of the chin to the top of the hair.

1.4.2.8 Citizenship Photographs. The contractor shall provide instant photography to meet this requirement. Requirements are the same as for passport photography.

1.4.2.9 Search and Rescue (SAR) Identification Photographs. The contractor shall provide instant photography to meet this requirement. A front and side view shall be taken of each subject. Flat lighting shall be used. Prints shall be 2x2 inches overall.

1.4.2.10 Special Duty Assignment Photographs. Size, pose, number of prints, and information to be included on the, photograph(s), if any, shall be in accordance with information provided by the Military Personnel Flight on AF Form 833. If photographs are rejected by the customer for subjective reasons, the contractor shall grant one additional sitting, and no more. Digital or instant photography shall be used when size permits. The background and the foreground shall be one continuous tone without any break, i.e., seamless paper shall be used entirely for the background and foreground.

1.4.2.11 Alert/Emergency Photographer. The contractor shall provide an alert photographer in accordance with AFI 33-117, paragraph 2.1.1 who shall keep the Security Forces and Command Post informed of his/her location at all times. This can be accomplished by means of a contractor provided telephone pager or other reliable method. The number of the pager or other method shall be provided at the start of contract performance to the BVIM and Security Forces for notification of alert photography duties. Security Forces will provide details of the incident or the requesters name and telephone number. The contractor shall also respond to requests from the Wing Commander who may contact the alert photographer directly. The contractor shall ensure the alert photographer is present, unless otherwise directed by the Contracting Officer within 10 minutes of call during work hours and within 45 minutes of call during non-work hours, with adequate photographic equipment and supplies to photograph, in color (negatives and slides), the following: Security Forces law enforcement activities; Flying or ground safety accidents or incidents; disasters, fires, flood or other natural disasters; other emergencies requiring immediate photographic documentation; photography as required by the commander or his designated representative. NOTE: THIS INCLUDES LAST MINUTE, FAST BREAKING NEWS EVENTS AS IDENTIFIED BY THE PUBLIC AFFAIRS OFFICE. ALERT PHOTOGRAPHER RESPONSE TIME IS CALCULATED FROM THE FIRST ATTEMPT AT NOTIFICATION (CALL) TO THE ACTUAL ARRIVAL OF THE ALERT PHOTOGRAPHER AT THE LOCATION REQUIRED.

1.4.2.11.1 Emergency Situations. An emergency situation is defined as any situation where the Disaster Response Group is assembled and the alert photographer is required. The situation can be aircraft accident, civil disturbance, natural disaster (volcano fall-out, earthquake or weather related) ground accidents, or enemy hostilities. The priority assigned to work is Priority 1.

1.4.2.11.2 Requirements: Upon notification of a Disaster Response, the alert photographer will arrange for transportation with the requester (Safety, Disaster Preparedness, or Security Forces) if the assembly point/scene is in a controlled area. If the scene is not in a controlled area, the photographer will proceed directly to the scene. The alert photographer shall ascertain the scope of the situation and notify the Contract Manager for possible recall of additional personnel for photographing the scene or for darkroom duties. The photographer shall take the following minimum equipment and supplies to the scene: Two 35mm single lens reflex cameras with normal, wide angle, short telephoto, and macro lenses, (a zoom lens may be substituted for some of the lenses, e.g. Nikon 35mm-70mm Macro Zoom); electronic flash unit with spare batteries and sync cords; 20 rolls of color slide film; 25 rolls of color negative film; a twelve inch ruler, and a night vision reflective vest.

1.4.2.11.3 Photographer's Actions. Upon arrival at the scene, the photographer shall report to the On-Scene Commander. No photos shall be taken until the photographer reports to the commander. The On-Scene Commander shall direct the photographer to either the Safety Officer in the case of an aircraft or ground accident or the Disaster Preparedness Officer in the case of other disasters for photographic tasking. The photographer shall take directions only from these individuals.

1.4.2.11.4 Additional Contractor Actions Required. The photographer shall report to the On-Scene Commanders representative and brief the representative on all the photographs taken. The photographer shall remain at the scene until

dismissed. In the event additional photographs are requested by other agencies on the scene, the photographer shall notify the point of contact and then accomplish the photographs only on the permission of the point of contact. The photographer shall not discuss the incident with civilian news media or anyone else that is not part of the Disaster Response Force. All requests for information or photographs shall be directed to the Wing Commander/Public Affairs representative. All film shall be considered as FOR OFFICIAL USE ONLY, unless the film is classified by appropriate authority. All negatives, slides and prints shall be forwarded to the Office of Prime Responsibility (OPR), the Safety Office for accident investigation or the Disaster Preparedness Office for disasters. Any other office requiring copies of the photographs must request the photographs from the OPR. No photographs shall be released to the Public Affairs Office until the photographs have been cleared by the OPR. If immediate film processing and printing is required, the alert photographer will notify the project manager for darkroom assistance. Normally film processing and contact proof sheets are required initially and are required to be performed at the contractors off base facility. The OPR shall be notified as soon as the contact sheets are ready for viewing. The contractor shall be responsible for the delivery of the proof sheets to the OPR. The OPR may request that projection prints be printed at this time. These prints shall be accomplished as a Priority I work request. If additional contractor personnel have not already been recalled, personnel may be required to be recalled at this time to meet the suspense. Contractor personnel shall not leave the contractor facility until the work is completed and the OPR relieves them. If any disputes arise, the BVIM shall be notified.

1.4.2.11.5 Alert Work Orders. Emergency requests for the alert photographer do not require immediate submission of a work order, however, the contractor shall not release the finished products to the requester until properly certified on an AF Form 833.

1.4.2.11.6 Alert Priority. Unless otherwise instructed by the requester, all "emergency" alert photography requirements shall be completed at the earliest possible time.

1.4.2.11.7 Alert Roster. Five workdays prior to the start of every new month, the contractor shall submit to the Medical Center, Security Forces Squadron (SFS), Command Post, and the QA personnel a list of alert photographers' names and telephone numbers. Instructions included in this report shall be as follows: The SFS is to telephone the photographer listed as being on call for that period. If there is no answer, the instructions will next direct the SFS to call either the contractor provided beeper service number or the contractor supervisor whose number is also listed. If the beeper service is used and no response is received within 15 minutes, the SFS will call the listed supervisor.

1.4.2.11.8 Alert Call Log. The contractor shall log all alert calls or alert exercise calls. The log shall indicate date and time of receiving call; name, rank, telephone number, and office symbol of requester for alert photography; name and on-scene arrival time of alert photographer, and of name on-scene point-of-contact. This log will be available to the Government at all times.

1.4.2.11.9 Emergency/Storm Duty. Provide the Command Post/Logistics Readiness Center with photographic personnel to support emergencies or exercises or natural disasters such as hurricanes. These personnel will coordinate and work through the BVIM and the QA personnel who will oversee all VI requirements during emergencies, exercises or disasters. It is estimated that overtime pay will be applicable to approximately 30 hours in support of the Command Post/Logistics Readiness Center. Over and above payments for this service will only be made for hours worked in excess of the 30 hours programmed.

1.4.2.12 Other Photography. The contractor shall provide photography of exhibits for reports, defective equipment, and other material not previously mentioned which requires special setups to properly light and portray the subject matter. Detail is usually of paramount importance.

1.4.2.13 Black and White Film and Dental X-Ray Support. The contractor shall provide black and white film processing for the 81st Dental Squadron and the 81st TRSS/TTD. The contractor shall provide film processors and printers which meet the requirements of paragraph A1.3.20.

1.4.2.14 Public Affairs Photography. The contractor shall provide professional photographic support to the base Public Affairs Office, physically assigning a full-time dedicated photojournalist to the PA office, building 2816, who employs photojournalism techniques of storytelling images through composition, lighting, decisive moment, and other accepted standards as currently displayed in national magazines and newspapers. The photojournalist shall have a minimum of three years experience or formal education in newspaper, magazine or creative press photography. The photojournalist is required to interpret story lines furnished by Public Affairs specialist and provide creative photographs to enhance the accompanying article. Proof of personnel level of experience/expertise (i.e. portfolio, formal education and/or experience) shall be made available to the CO, BVIM and QA personnel upon written request. This information will be subject to challenge by the Government.

1.4.2.14.1 Photojournalistic Techniques. Photographers assisting the assigned photojournalist in providing public affairs support must have a basic knowledge and ability to use sound photojournalistic techniques which include but are not limited to, the proper use of composition (picture area, value, lines of direction, and depth) (rule of thirds) and the use of both artificial and existing light to produce well exposed and technically accurate photography which conveys the desired message.

1.4.2.14.2 PA Photojournalist Requirements. The Public Affairs officer requires the photojournalist providing public affairs support be able to work independently, and in conjunction with a public affairs specialist, to produce photo features and picture stories. The contractor's photojournalist must shoot a variety of shots including long, medium, and close-ups. These include both horizontals and verticals, and right- and left-facing shots. Proper exposures and lighting is of paramount importance to ensure technical quality is achieved. Contractor shall ensure a highly skill individual is available to meet the contract requirements for both quality and quantity. The PA photojournalist shall ensure any photographers shooting PA assigned work will meet the standards and time requirements set by the PA Officer. Due to the complexity of this service the contractor shall provide level IV Photographer (DOL No. 13074).

1.4.2.14.3 VI Product Data Caption The contractor's photojournalist providing public affairs support shall provide the Public Affairs Officer with information for photograph captions (cutlines), to include the name, rank, and organization of all individuals in the photographs and basic description of the action (Who? What? When? Where? Why?). The Public Affairs Officer requires that the photojournalist shall record names of the persons in photographs, their job titles and duty extensions and a brief description of what the people in the photograph are doing. An assignment is not complete unless cutlines accompany photos to appear in the Keesler News, or external news release.

1.4.2.14.4 Historical Submissions. All photographic products generated by the public affairs photojournalist and by the base photo lab will be reviewed for historical submission by the public affairs photojournalist. Selected photographs will be forwarded to the BVIM then the Public Affairs Officer for approval, prior to submission to 11CS at Andrews AFB as identified in paragraph 1.2.2.

1.4.2.14.5 Weekly Public Affairs Work Order. All photographic products generated by the public affair photographer(s) will first be documented by a Public Affairs Officer on a contractor provided, Government approved assignment form. These forms will be attached to the blanket AF Form 833 work order filled out by Public Affairs and submitted weekly to the QA personnel.

1.4.2.15 Medical Photography. The contractor shall provide a satellite medical photo lab in the Medical Center, Keesler AFB. Due to the highly technical and critical mission requirements, the lab shall be staffed with a competent, registered medical photographer(s) (see paragraph 1.3.3). Unless superseded by Medical Center requirements, operational hours shall be during the hours of 0700-1700 hours, Monday through Thursday; and every other Friday from 0700-1200 hours with the compressed work schedule in effect. Typical requirements are for medical documentation, research, and training. Services shall include, but not be limited to, studio, location, copy, micro, macro, operating room, infant care, morgue, patient room, emergency room, x-ray room and auditorium.

1.4.2.15.1 Medical Photographer Requirements. Medical photographer(s) shall have knowledge of basic anatomy and medical terminology for the ability to discuss technical requirements with requesters, and to customize treatment for each situation according to a detailed request. Photographer(s) must be able to work independently, ascertain assignments demanding exact renditions (normally without opportunity for later retakes) and be able to resolve problems or uncertainties concerning lighting, exposure time, color, etc. In typical assignments, photographs: tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; medical or surgical procedures or conditions which normally cannot be recaptured; anatomical evidence of markings, burns, blisters, contusions or any visible evidence on the anatomy where lighting is used to emphasize and accurately document required images; artistic or technical design layouts requiring an organized coverage for a variety of events and developments in a medical or research project. The medical photographer(s) shall be able to view pathological specimens and autopsies, and must not have a religious or ethical aversion to human or animal experimentation.

1.4.2.15.2 Certification. The Medical Photographer(s) shall have a valid and current professional certification and valid current membership in the Biological Photographer Association as required in Paragraph 4, 4.4.2.3 of this SOW. Due to the complexity of this service, the highly technical equipment used and the complex problems associated with speed, lighting, and color, contractor shall provide a level IV Photographer (DOL No. 13074).

1.4.2.15.3 Coordination. To support the Medical Center, the contractor shall ensure all work requests are coordinated with the requester prior to photographic assignment. Coordination shall allow enough time for the photographer to don

sterile protective attire when photographing in operating rooms, nursery, x-ray, etc. The contractor shall coordinate with the requester and be responsible for suitability and appropriateness of subject matter, technical accuracy, as well as selection of proper film, format, correct image size, lighting ratio, exposure, depth of field, and speed of film.

1.4.2.15.4 AF Form 365. The contractor shall provide medical photographic services as requested on AF Form 365, Request of Medical Visual Information Services and insure the following information is included: requester name, grade, office symbol and telephone number (not beeper service number). Patient related requests shall include: patient's name, age, sex, grade, and social security number, the patient's signature (or a person's signature authorized to give consent), and the address of the releaser. It shall be witnessed and dated. The contractor shall stringently conform to the Privacy Act requirements when patient related photography is performed.

1.4.2.15.5 Patient Photography. During the photography of patients contractor personnel shall be familiar with, and follow the same practices as USAF medical personnel for the prevention of infection and protection of the patient against injury, excessive discomfort, contamination, or any act which might have an adverse affect on the prognosis of the patient.

1.4.2.15.6 Medical Studio Photography. Photography performed at the photographic laboratory studio shall be behind closed doors as soon as the patient arrives for the photo session. Photography of patients in other locations shall be performed in privacy, behind close doors, screens, partitions, or as medical personnel may specify. The requester shall be responsible for providing a chaperone, if the patient must disrobe. Unless a chaperone is present, a disrobed patient shall NOT be photographed.

1.4.2.15.7 Medical/Legal File. All patient related assignments shall be filed and maintained in the medical photo lab after inspection by the Government. The contractor shall establish and maintain a Medical/legal file consisting of all patient related work requests: 3x5 index card file (for cross reference) by work order number (numerical order), requester's name and patient's name(s) (alphabetical order); and a slide file. Slides will be placed in slide storage pages held in binders; each storage page shall be labeled with work order number, requester's name and patient's name(s) (alphabetical order). Files shall be kept for four years.

1.4.2.16 Copy Photography. Color copy negatives shall be produced from artwork, viewgraphs, transparencies, publications, displays, photographs, charts, etc., in a variety of sizes from 35mm to 4x5 inches. Both normal contrast negatives and high contrast line copy negatives will be required. Any reproduction of copyrighted material requires a release or waiver from the copyright holder in advance of reproduction. This release shall be obtained by the requester and a copy of the release shall be attached to the AF Form 833 or 365 request. Questions regarding copy-righted material shall be referred to the BVIM who will seek the advice of legal counsel for resolution of copyright problems.

1.4.2.17 Film Issue. The contractor shall issue factory loaded film as requested for official Air Force photography done on a self-help basis by user organizations. Film issue shall be documented in contractor overprint on AF Form 833. That same AF Form 833 shall be used to document processing when customer returns exposed film. AF Form 833 showing issuance of film but not processing after one (1) month shall be turned over to the QA personnel for investigation.

1.4.2.18 Film Processing. The contractor shall process film received from their own personnel and from base organizations and associated units authorized to receive photographic film from Base Photographic Laboratory or Base Supply. A list of authorized units, allowed to purchase film, shall be provided to the contractor not later than the pre-performance conference and shall be updated periodically. All film shall be delivered to the customer in film sleeves. Color films shall be processed as indicated in the following paragraphs.

1.4.2.19 Color Still Film. The contractor shall process 35mm slide film and 8"x10" color transparencies by the E-6 process, and process 35mm, 120/220 roll, and 4"x5" color negatives by the C-41 process. The contractor shall process film in accordance with manufacturer's specifications, unless the requester specifies on the AF Form 833 that special processing is required. Film processed must be free of scratches, stains, spots, and other surface defects and must be color balanced and of good contrast to provide printable negatives and slides. On some occasions, such as Joint Chief of Staff (JCS) exercises or Operational Readiness Inspections (ORI), the film may be brought in at any hour of the day or night with a maximum turnaround time of four hours. Normally, after normal work hours, the Security Forces will notify the alert photographer of the requirement. The contractor shall ensure that adequate processing personnel respond and are present at the contractors facility within 60 minutes after notification of the alert photographer.

1.4.2.20 Color Prints. The contractor shall provide color contact and projection prints on glossy, semi-matte, or matte photographic paper. Prints ranging in size from 2 x 2 inches to 16x20 inches may be required. Odd size prints will be counted towards work count in the closest print size which will accommodate the requirement. (i.e., a request for a 10x10

inch print would be counted as a 11x14 inch print when figuring work count.) Prints must be properly exposed of good color balance and contrast, and be free of spots, stains, dust marks, scratches, and other defects. Prints may require "burning," "dodging," "diffusion," "double printing," and other special printing techniques as required for custom, or as requested on the AF Form 833.

1.4.2.21 (Reserved)

1.4.2.22 Color Slides. All slides produced shall be mounted in plastic. Slides shall be numbered to ensure accountability/sequencing, and shall be free of stains, dust marks, scratches, spots, and defects. Slides must be separated by series or title, collated by slide number, and placed in new unused slide boxes. The contractor shall produce color slides from location, studio, and copy photography. Copy slides shall be produced using appropriate color duplicating film to reduce contrast and retain proper color balance e.g. Kodak Duplicating Film number 5071 or equal. Copies shall be produced from non-copyrighted publications, ceramic letters, viewgraphs, artwork, and other slides, etc. Color slides shall be properly exposed, of good color balance, and free of spots, stains, dust marks, scratches, and other defects.

1.4.2.23 Large Format Color Transparencies. All large format (8 x 10) photographic transparencies shall be produced from original or copy photography and shall require mounting in the appropriate size viewgraph frames. Transparencies shall be properly exposed, of good color balance, and free of spots, stains, dust marks, scratches, and other defects.

1.4.2.24 Digital Photography. Photo lab personnel shall be familiar with all input/output devices connected to the digital photo system and thoroughly knowledgeable of the tools, features, filters and other aspects of the Adobe Photoshop software application. In addition, personnel should be able to transmit and receive digital images from remote locations, when requested by the customer.

1.4.2.25 Environmental Control. The contractor shall comply with applicable EPA standards and local environmental and atmospheric directives for handling, neutralizing, and disposing of industrial toxic waste materials.

1.5 VIDEO/AUDIO PRODUCTION. (KEESLER TELEVISION - KETV)

1.5.1 Overview. Provide television/audio visual service and staff at Wall Studio, building 0902 to operate and maintain video, audio, video-photographic, graphic and imaging equipment and shall coordinate with the BVIM (KETV Manager). Along with video and audio production personnel, video graphics personnel, and maintenance personnel the contractor shall also provide producer(s)/director(s), one of whom shall be the primary representative of the contractor in dealing with the BVIM, requester and technical advisor. The producer(s)/director(s) shall coordinate the development of the audiovisual project (local or Air Force tasked) from the initial conference with and the assignment of production by the BVIM through the final production. Services to support the audiovisual production will be required at various sites on and off base as well as the on base studio. Services will primarily be performed during normal duty hours (0700 to 1700 in accordance with the compressed work schedule in effect) and occasionally on weekends and after regular hours to meet program requirements.

1.5.2 Products and Services. The contractor shall be responsible for providing audiovisual products and services to include those described herein. The purpose for the audiovisual production process is to write and produce instructional and motivational programs to meet the requirements of a wide range of customers. Subject matter includes but is not limited to:

- **TECHNICAL** - Electronics and electromechanical concepts, circuits, radio, radar, computer, avionics; operating and maintenance techniques, personnel and administrative procedures and practice and instructional methodology.
- **MEDICAL** - Training for doctors, nurses and medical technicians, documenting surgery, treatment and research.
- **NON-TECHNICAL** - Briefings, orientations, management, safety, social actions, public information, disaster preparedness, Security Forces, etc.

The estimated quantities of work are listed in Appendix 3 (A-3) Workload Estimates. Standards and acceptable quality levels are part of Appendix 7 (A-7). The contractor shall adhere to AFI 33-117 paragraph 1.10 to determine the official level of request for service.

1.5.3 Advice, Assistance and Searches. The contractor shall provide advice and assistance on current video production materials, methods, equipment, and choice of media and facilities available to user organizations. The contractor shall

request title and subject searches for proposed new productions from the BVIM and, when requested by user organizations, shall request the BVIM determine the existence of similar video productions in the DOD libraries.

1.5.4 Request for Production. All video production work performed by the contractor shall be based on a valid and properly approved request (DD Form 1995). The contractor shall forward requests received for video production through the QA personnel to the BVIM for approval. Requests approved for local and Air Force productions shall be documented in accordance with AFI 33-117, paragraph 4.2.1.2.

1.5.5 Work Control System. The contractor shall establish and maintain a computerized work order control system (paragraph 1.1.3). This system shall provide for logging all work orders, numbering them, and showing the status of each work order. Work orders are considered complete when the customer reviews the production and signifies acceptance by signing the work order as completed. All scheduling and priority of video productions will be determined by the BVIM. Contractor shall identify local and AF productions separately.

1.5.6 Project Files. For each production, the contractor shall maintain a project file containing the original work request (DD Form 1995), final script, talent release, status reports and related correspondence. Project files for completed productions or any productions identified in the tape library by Air Education and Training Command (AETC) as obsolete shall be forwarded to the QA personnel.

1.5.7 Complexity Criteria. The types of media produced by the contractor shall include video production, audio tape and multimedia combinations. Video productions are classed as simple, average and complex.

1.5.7.1 Simple. A studio or location production requiring a single camera in a fixed position requiring only basic movements. Subject matter expert and talent will have a through knowledge of the material, thus not requiring a script or tele-prompter. Production will be continuous, sequential and in real time. Editing will consist of an introduction and closing. Audio will be single source and no mixing required. No graphics or music are required. Can normally be accomplished in a day or two.

1.5.7.2 Average. A studio or location production requiring as many as two cameras. Scripting and outline will be non-creative. Narration will be accomplished by talent or the subject matter expert. No more than two rehearsals of each scene will be required. Scenes may be recorded out of sequence for editing in sequence during post-production. Stock footage searches will be limited to current library at Keesler AFB. Audio will consist of narration and the mixing of music for an introduction and closing. Graphics are limited to titles, credits and limited simple graphic designs without animation. Production time is normally less than two weeks.

1.5.7.3 Complex Productions requiring pre-production conferences with television production personnel and the subject matter expert. The production may be either in a studio or on location. There may be extensive aerial videography, i.e., air-to-air or air-to-ground video taping. Creative script writing is required containing precise narration depicting scenes. Extensive coaching and rehearsing may be required. Scenes may be recorded out-of-sequence for sequencing in post-production. This production can require two or more cameras of film style shooting with extensive camera placement and movement. Stock footage searches at the DOD Film Depository at Toby-Hanna, Pennsylvania may be required. Special effects are usually required to include simple animation and complex graphics. Audio required may consist of music under narration and action, as well as sound effects and dialogue. Programs of a complex nature can be for local production and interactive videodisk production. Production time is normally more than two weeks.

1.5.8 Documentation. The contractor shall provide documentation services to include classroom or lecture recordings, Video Teleconference recordings and Interactive Video Teletraining (IVT) recordings, which are recorded on VHS and given to the requester at time of recording.

1.5.9 Video Services. Video services include media training or advisories, "simple cuts only" edit of customer provided VHS tapes, video capture to computer disk, and writing computer files to CD-ROM.

1.5.10 KETV Public Affairs Programming. In addition to other Video services the contractor shall produce video documentation (VIDOC) or fast productions for the Commanders Access Television Channel (CATV) local cable channel 49. Each program will be approximately 20 to 30 minutes in length. These productions will be aired on the CATV 49 as determined by the Public Affairs officer. These productions will consist of Keesler events (change of command, parades, etc.) human interest stories, (i.e. a day in the life of security forces patrol), local events of interest to Keesler personnel, military news and others as determined by Public Affairs. Each story in and of itself could be considered of average complexity. These productions and all associated programming on CATV 49 are in addition to the 60 productions and services addressed elsewhere.

1.5.10.1 Sets and Scenery. The contractor will provide studio sets and scenery for the production of the KETV news magazine within the studio proper. Major set redesign and fabrication may be accomplished one time per year. Minor revisions to the sets may be required with each production. This will typically include replacement of one or more large format color prints but other minor touchups can be expected.

1.5.11 General Information. The diversity of requesting agencies and the broad range of subject material require that the contractor interface with a number of agencies to achieve the close coordination required to develop an audiovisual product. Much of the information presented in an audiovisual production requires very innovative production techniques to adapt the requesting agencies material to media. Subject material should develop logically in conjunction with accepted educational and informational practices. Within the limitations of specific media, equipment, personnel and workload the contractor shall develop imaginative and interesting audiovisual products that effectively convey the necessary information or accomplish learning objectives. Due to the complexity of this service the contractor shall provide only highly skilled and technically competent personnel to perform these services. Non availability of highly skilled and competent personnel will not excuse the contractors performance.

1.5.12 Priority Control. As the manager of KETV, the BVIM will control production priorities. The control and daily internal scheduling of audiovisual productions and coordination with the BVIM shall be the responsibility of the contractor. The BVIM will monitor audiovisual production progress and approve any major priority schedule and delivery date changes.

1.5.13 Validation. As the manager of KETV, the BVIM will be responsible for the validation of requirements for audiovisual production support. The contractor shall provide consultation service and coordination with the BVIM to discuss the feasibility, milestone dates and estimated completion dates prior to acceptance of the authorized work order.

1.5.14 Review and Acceptance. The authorized requester and/or technical advisor will schedule availability of government personnel required to review and accept final audiovisual products. The authorized requester or technical advisor will sign the work order (DD Form 1995) certifying acceptance. If the product is unacceptable, the requester or the technical advisor will provide the contractor with a written reason for the rejection and the contractor shall be required to re-accomplish the production if the reason for re-accomplishment is found valid by the QA personnel. Re-accomplishment will be annotated in the appropriate project file.

1.5.15 Scripting. The authorized requester and/or technical advisor will provide the contractor with the necessary resource material suitable for script preparation and subsequent production. The customer may provide a draft or finished script to the contractor. The contractor shall maintain full scripting capability to provide a shooting script and storyboard (as needed) for customer approval. While some projects may require significant research and extensive treatment of the subject material, others may need only minor effort to adapt material to the media requested. The frequency of contractor and customer conferences and the amount of scripting preparation will vary according to the nature and complexity of the requested product. The technical advisor will assist the contractor where necessary in the operation, use and interpretation of resource materials. The final script will be approved by the requester and/or technical advisor prior to actual production.

1.5.16 Talent. The requester will schedule and assure availability of government personnel to appear or perform in the audiovisual production. The contractor shall not be penalized for production delays incurred by customer inability to provide government personnel when scheduled. Government personnel will not be required to sign a talent release. Non-government personnel performing in audiovisual productions will do so in keeping with negotiations with the contractor but shall not have the right to future claims against the government or contractor for any talent fees.

1.5.17 Initial Conference. Production approach, remote or studio scenes, script treatment, production and product distribution shall be discussed between the contractor, requesting agencies and coordinated with the BVIM. It will be the BVIM's option to terminate work on a given project at the conclusion of the initial conference.

1.5.18 Video Productions. The contractor shall accomplish all planning directing, staging, lighting, visual aids, production equipment, rehearsals, recording, photography, editing and equipment operation to produce video productions. Productions may be recorded in the studio or at remote locations depending on the requirements of a specific project. Studio master recordings will be recorded on 1-inch Society of Motion Pictures and Television Engineers (SMPTE) type C tape, Beta cassette, or digital format as dictated by the media requirements. All master recordings must conform to SMPTE standards. Reproduction and distribution shall be made on 1/2 inch VHS tapes.

1.5.19 Final Acceptance. When a production is considered complete by the contractor, the contractor shall schedule a meeting with the customer, BVIM and QA personnel to review the production. The customer will review the technical

content and accuracy. The QA personnel will review for picture, sound quality and conformance with Air Force policy for audiovisual production. The BVIM will review for overall competence and production integrity. A production is not considered complete until final acceptance by the customer and BVIM.

1.5.20 Audio Productions. The contractor shall perform all tasks necessary for the production of audio tapes. The audio recordings shall be accomplished in accordance with ANSI (American National Standards Institute) standards. The final product may be either reel to reel or audio cassette, depending on the requirements of the customer. If required, the audio tape will be pulsed to accommodate slide changes to interface with the customer's playback equipment.

1.5.21 Labeling. The contractor shall perform identify, number and label all audiovisual productions in accordance with AFI 33-117, paragraph 6.10.2.

1.5.22 Tours. As required by the BVIM the contractor shall provide indoctrination tours for the 81st TRW personnel in audiovisual capabilities and utilization. Assist training squadrons in selecting media, methods and objectives for audiovisual treatment. Conduct various groups, visiting dignitaries and tours through the production facility.

1.5.23 Music Inventory. The contractor shall maintain an inventory of copyright cleared production music and sound effects, **either on tape or disc, and** shall supplement the Government-provided music inventory per the requirements of paragraph A1.3.21.

1.5.24 Digital Conversion. The contractor shall research and make recommendations to the government for conversion of existing analog systems to digital. Equipment acquisition and facility design recommendations shall be submitted to the government for approval, bearing in mind the future needs of the government for multimedia productions and services. The contractor shall be responsible for research, design, engineering, installation and integration of replacement digital systems. The government will be responsible for approval and purchase of replacement equipment/parts and associated wiring/cabling.

1.6 INTERACTIVE VIDEOTELETRAINING (IVT)

1.6.1 Overview. The contractor shall operate and maintain IVT equipment for broadcast of IVT designated courses.

1.6.2 Duties. The contractor shall, after coordination with and approval by the BVIM, assist customers in program development and broadcast of IVT designated courses. These duties are the same as defined in paragraphs 1.5.15, 1.5.16 and 1.5.18.

1.6.3 Contractor Personnel. Contractor shall ensure an adequate number of highly skilled individuals are available to meet the contract requirements for both quality and quantity. Due to the complexity of this service coupled with the fact that this service is a live feed broadcast the contractor shall provide level IV photographers/videographers for the image acquisition and transmission.

1.6.4 Scheduling. The contractor shall work closely with the BVIM and representatives of the 81st Training Group and Second Air Force in the operation, programming and requirements for receiving or transmitting of IVT.

1.6.5 Documentation. The contractor shall document all IVT actions on AF Form 833 submitted by the requester.

1.7 CABLE ACCESS TELEVISION (CATV)

1.7.1 Overview. The contractor shall operate and maintain CATV equipment for broadcast in Wall Studio, building 0902 and assist the BVIM and Public Affairs (PA) officer in programming for the cable access television channel(s). The contractor shall maintain an over-ride capability for PA for the Commanding Officer of Keesler AFB to address the base on an immediate basis.

1.7.2 Checklist. The contractor shall insure broadcast programs from close of duty until the next duty day are loaded properly and run according to PA requirements. All programming shall be documented on a twenty-four (24) hour checklist and submitted to the QA personnel with the monthly report.

1.8 VIDEO TELECONFERENCING (VTC).

1.8.1 Overview. The contractor shall operate the Keesler Video Teleconferencing (VTC) equipment in Wall Studio, building 0902. Contractor shall be responsible for maintaining VTC equipment, scheduling conferences, accomplishing calls and documentation of conferences (i.e., purpose of call, individual(s) and organizations utilizing VTC facilities, individual(s) and organizations called, minutes used, sign-on time and sign-off time).

1.8.2 Compliance. The contractor shall insure that VTC operation complies with Defense Information Systems Agency (DISA) standards and utilization requirements of HQ AETC

1.8.3 VTC Log. The contractor shall document and log all VTC actions.

1.8.4 Equipment Outages. Any technical problems encountered with the VTC equipment or communication link shall be immediately brought to the attention of the QA personnel and the 81 Communications Squadron computer repair and maintenance element.

1.9 PRESENTATION SUPPORT SECTION.

1.9.1 Overview. The contractor shall provide a media support function to include: maintaining a media library, issuing media and VI equipment for customer use.

1.9.2 Inventory. The contractor shall provide central security, storage, order, issue, accountability, control, and safeguarding of all Government provided visual information media and equipment. By contract start date, the contractor shall verify and sign an inventory of all productions (media) on hand. One month prior to completion of the contract, a joint contractor/Government inventory shall be made of all productions.

1.9.3 Media Reservations. Media reservations shall be documented on AF Form 2017. The AF Form 2017 will then be filed in a 1-31 day suspense file until the production is returned. Upon return of media, the return date shall be documented on AF Form 2017 and it shall be stamped "Received," dated, initialed by the contractor's representative, and filed. AF Forms 2017 completed each week shall be filed in chronological sequence by return date.

1.9.4 Unclassified Media Program Issues. The contractor shall stock general interest media which meet recurring training requirements (i.e., security, safety, fire extinguisher training, etc.) and loan them to authorized users on a short term basis.

1.9.4.1 General interest media identified by the contractor will be ordered through the QA personnel, after identifying customer and source.

1.9.4.2 The contractor shall maintain depository of master videotapes and conduct currency review of master materials to determine which are obsolete. Currency reviews are requested by HQAETC VI Manager (normally on an annual basis).

1.9.4.3 The contractor shall duplicate audiovisual productions from master depository in quantity and format required by the customer. An audio and video quality check shall be performed on all materials before release. Tape to tape duplications may be performed in house. The standard Air Force format for reproduction and distribution is 1/2 inch VHS.

1.9.5 **(Reserved).**

1.9.6 Maintenance and Repair of Visual Information Productions. Only usable (i.e., that media capable of projecting an image and having audible sound) VI productions (media) shall be provided to meet customer requests. After customer use and prior to reissue to other customers, all videos shall be inspected. Damaged products shall be destroyed locally.

1.9.6.1 The contractor shall ensure VI product containers are annotated with the appropriate Standard DOD VI Production Identification Number (PIN). Torn, missing, or worn VI product identification labels shall be replaced as required.

1.9.7 Obsolete Media Disposal. The contractor shall remove obsolete and unusable VI media from the inventory.

1.9.8 Presentation Projection/Playback and Still Camera Equipment. Only operable equipment shall be issued to meet customer needs. The contractor shall provide control storage, issue, maintenance, and security of VI equipment. The contractor shall process customer requests for VI and 35mm still camera equipment and ensure its availability on the date/time required as mutually arranged. Equipment reservations shall be made on a first-come first-serve basis. AF Form 2017 shall be used to document equipment loan transactions. Upon return of equipment, AF Form 2017 shall be stamped "Received," dated, initialed by the contractors representative, hours used annotated, and then filed. Equipment returned damaged or missing parts, covers, etc., must be brought to the attention of the customer, annotated on the AF Form 2017, initialed by the customer, and brought to the attention of the BVIM or QA personnel. Upon return by a customer, equipment shall be checked, cleaned, and repaired as necessary prior to reissue to another customer. Projectors issued to customers shall have spare projection lamps and other accessories as needed for proper operation and as requested by the customer. The contractor shall provide operational instructions to customers borrowing camera equipment. The contractor shall identify overdue equipment, contact the customer concerning its return, and notify the BVIM or QA personnel if the customer has not complied with the request by date due on the AF Form 2017.

1.9.9 Video Camera and Recorder System. The contractor shall provide central storage, issue, maintenance, and security of the video camera and recorder system(s) and associated accessories. The contractor shall issue the equipment/accessories using an AF Form 2017. Upon return of the video camera/recorder system, AF Form 2017 shall be stamped "Received," dated, initialed by the contractor's representative, hours used annotated, and filed. The contractor shall check equipment to ensure it is fully operational and no apparent damage or abuse has been sustained. Discrepancies shall be documented on the back of the AF Form 2017 and initialed by both the person returning the equipment and the person accepting the equipment. Damage or missing parts and accessories shall be reported to the BVIM or QA personnel.

1.9.9.1 Videotapes. Organizations borrowing video cameras and recording equipment shall furnish their own blank videotapes.

1.9.10 VI Information Program. The contractor shall disseminate information on VI productions and services using available media including, base newspapers, bulletins, flyers, bulletin boards, CATV and personal telephone contacts. Articles may be submitted to the base bulletin or newspaper.

1.10 PRESENTATION SERVICES.

1.10.1 Overview. Upon request and approval by the BVIM or QA personnel, the contractor shall set-up and operate Presentation Support equipment at facilities on Keesler AFB. Upon receipt of an approved request the contractor shall:

1.10.2 Arrange the facility for the presentation.

1.10.3 Obtain the requested media.

1.10.4 Set up required equipment.

1.10.5 Coordinate with the requester as necessary.

1.10.6 Provide support for any practice runs and the actual presentation at the dates and times requested.

1.10.7 Secure the equipment.

1.10.7 Return equipment and media to the requester or the V1 library.

1.11 EQUIPMENT MAINTENANCE.

1.11.1 Overview. The contractor is responsible for all maintenance of Government furnished equipment listed in Appendix 4 (A-4) as well as equipment issued to the contractor after contract award. An equitable adjustment will be made for equipment issued to the contractor requiring maintenance that is received after contract award. Maintenance includes all forms and levels of equipment upkeep from simple operator maintenance and cleaning through complete preventive maintenance inspections, assembly, repair, corrosion control, re-assembly, adjustments, and calibration, as applicable. It includes the repair and replacement of component parts, subassemblies, and assemblies. Repair and

replacement parts are those contractor furnished items which are needed to: (a) eliminate equipment malfunctions (although the equipment may work) which result from normal wear and tear, such as eliminating annoying blower noises, gear or sprocket noises, sticky advance mechanisms of cameras or projection equipment or intermittent malfunctions which are uncharacteristic; (b) place inoperative equipment back into an operational status inclusive of any and all optical, electrical, electronic, and mechanical parts; examples include (but are not limited to) power cords, capacitors, circuit boards, indicators, transformers, video display tubes, digital display devices, mechanisms, electromechanical devices, assemblies, subassemblies, housings, castings, molded trays or parts, camera bodies, lenses, filters, lens assemblies, etc. The contractor shall furnish all repair and replacement parts and supply components associated with equipment maintenance which includes both scheduled and unscheduled maintenance, operator maintenance, and corrosion control.

1.11.2 Corrosion Control. The contractor shall establish a comprehensive corrosion control program that is included as a part of their Quality Control Plan. This program shall consist of prevention, detection, and treatment of corrosion of government furnished equipment, as listed in Appendix 4 (A-4). This program shall include, as a minimum, a thorough inspection on at least a weekly basis to detect and identify deteriorated, worn, chipped, cracked, or missing protective coatings, contaminants, dirt, chemical build-up, solution leaks, and other corrosive agents. Corrective action on all identified areas requiring treatment shall be initiated and documented by the contractor within one workday of discovery.

1.11.3 Service Manual File. A file of manufacturers specifications and service advisories/ manuals shall be maintained for Government equipment.

1.11.4 Replacement Parts. Quality of parts shall be equal to or better than the parts in the equipment when the equipment was turned over by the Government.

1.11.5 Repair Limits. The contractor shall be responsible for the repair of any single piece of equipment up to a one-time limit of \$500.00 for replacement parts. If replacement parts are estimated by the contractor to exceed such limit, a detailed cost breakdown shall be submitted to the Contracting Officer. If the Contracting Officer approves the purchase of replacement parts, the contractor shall purchase the repair parts and invoice the government under the Reimbursable Parts Contract Line Item Number (CLIN). The contractor shall apply no overhead or markup to the purchase price. Positive proof of payment for and receipt of the part will be required prior to processing contractors invoice for payment of replacement parts.

1.11.6 Equipment Replacement and Upgrade. The contractor shall submit a detailed equipment upgrade and replacement plan for government furnished equipment no later than 30 June of each year. As directed by the government, the contractor shall purchase equipment and invoice the government under the Equipment Replacement Contract Line Number (CLIN). The contractor shall apply no profit or fee to the purchase price. Positive proof of payment for the equipment will be required prior to processing contractors invoice for payment of equipment purchases.

1.11.7 Visual Information Equipment Plan (VIEP) The contractor shall submit, within 5 working days, when requested by the BVIM, a recommended 5 year equipment programming document, (VIEP) for equipment or equipment systems over \$100,000.00 for BVIM consideration. The VIEP recommendation shall be in compliance with AFI 33-117, paragraph 3.3 and Attachments 5 and 6.

1.12 EMERGENCY SERVICES.

1.12.1 Overview. An emergency situation shall be defined as any situation where the Disaster Response Group is assembled. The situation can be aircraft accident, civil disturbance, natural disaster (volcano fall-out, earthquake or weather related) ground accidents, or enemy hostilities. The priority assigned to work is Priority 1. The contractor shall respond as described below to approximately one (1) Organizational Readiness Inspections/Unit Effectiveness Inspections (ORI/UEI), ten (10) simulated emergencies and personnel recalls sometime during the year. This effort shall be included as part of the price of the contract.

1.12.2 Adherence to Mishap Plan. Contractor shall adhere to Keesler Air Force Base Mishap Response Plan, a supporting plan for an aircraft mishap investigation and the associated plan, 81 TRW Disaster Preparedness Operations Plan.

1.12.3 Storm Duty. Photographic and Graphic support may be required immediately prior to and during hurricanes. Contractor personnel assigned to the duties will coordinate and work through the BVIM and QA personnel who will oversee all VI requirements during exercises or storms. Contractor personnel shall be capable of using mature judgment in an emergency situation. Families of personnel assigned storm duty will be authorized the use of the base emergency shelters. This effort shall be included as part of the price of the contract. It is estimated that overtime pay will be applicable

to approximately 60 total man-hours (30 photographic – 30 graphic) in support of the storm duty assignments. Over and above payments for this service will only be made for hours worked in excess of the 60 hours programmed.

1.12.4 Additional Emergency Situations. When required by the Contracting Officer, the contractor shall perform all **VI services identified in this contract during crisis declared by the National Command Authority or an Overseas Combatant Commander in need of Keesler prepared visual requirements** and respond to additional emergency situations as described below. The Contracting Officer will verbally advise the contractor of the effort required and follow up as soon as possible with a written change to the contract. A negotiated equitable adjustment will be made to the contract.

1.12.5 Contingency Plan. The contractor shall use the Keesler Air Force Base Mishap Response Plan and associated plan 81 TRW Disaster Preparedness Operations Plan, if activation or exercise of multiple contingency plans generates conflicting support requirements. If the contractor cannot accomplish a routine workload due to the activation or exercise of any contingency plan, the government will not take remedial action against the contractor for nonsupport of lower priorities.

1.12.6 Surge Requirements. Surge requirements beyond the capability of the contractor may be augmented by the Government at its option when the Government perceives that mission accomplishment is endangered. This shall require the approval of the Contracting Officer.

1.13 CUSTODIAL SERVICES.

1.13.1 Overview. The contractor shall appoint a real property custodian to assume the custodial responsibility for all real property buildings occupied by the contractor. The contractor shall be responsible for good housekeeping practices, e.g., mopping of spills, proper storage of materials, daily cleanup in and around all work areas.

1.13.2 Daily Services.

1.13.2.1 Empty all trash containers.

1.13.3 Three Times per Week Services.

1.13.3.1 Sweep all non-carpeted floors, including interior stairways.

1.13.3.2 Vacuum carpeted floors.

1.13.4 Weekly Services.

1.13.4.1 All non-carpeted floors will be wet mopped.

1.13.4.2 Dust and clean furniture, and "low dusting surfaces."

1.13.4.3 Clean entry door glass.

1.13.5 Monthly Services.

1.13.5.1 Vacuum air conditioning, heating and ventilating registers.

1.13.5 Quarterly.

1.13.5.1 Wash windows and clean venetian blinds.

1.13.5.2 All overhead surfaces, to include the tops of cabinets, ledges, pipes, and light fixtures, shall be dusted.

1.13.6 Annually.

1.13.6.1 Prepare for Commander's Facility Assessment, this will include the combination of all the above tasks. The contractor will be notified two weeks in advance of this assessment.

SERVICE DELIVERY SUMMARY (SDS)

Performance Objective	Paragraph	Performance Threshold
1. Provide Standard Graphic Products	1.3	90% of Work Orders Inspected
2. Maintain Self-Help Graphics	1.3.1.5	90% of Work Orders Submitted
3. Provide Medical Graphics	1.3.3	90% of Work Orders Submitted
4. Provide Interactive Courseware Support	1.3.5	95% of Digital Images
5. Provide Standard Photographic Finishing	1.4	90% of Work Orders Inspected
6. Provide Location Photography	1.4.2.1	90% of Work Orders Submitted
7. Provide Studio Photography	1.4.2.5	90% of Work Orders Submitted
8. Provide Alert Photography	1.4.2.11	100% of Work Orders Submitted
9. Provide Public Affairs Photography	1.4.2.14	90% of Work Orders Submitted
10. Provide Medical Photography	1.4.2.15	90% of Work Orders Submitted
11. Provide Local (Keesler AFB) Video Production	1.5, 1.5.4	95% of Completed Productions
12. Provide Air Force Tasked Video Production	1.5, 1.5.4	95% of Completed Productions
13. Provide Interactive Video Teletraining (IVT) Broadcast	1.6	100% of Completed Broadcast
14. Provide Commanders Access Television (CATV) Programming and Broadcast	1.7	90% of Broadcast & Programming
15. Provide Video Teleconferencing (VTC)	1.8	90% of Calls
16. Provide Presentations Support	1.9	95% of Work Orders Submitted
17. Provide Presentation Services	1.10	95% of Work Orders Submitted
RESERVED		
RESERVED		
RESERVED		

GOVERNMENT FURNISHED FACILITIES, PROPERTY AND SERVICES

3.1 GOVERNMENT-FURNISHED FACILITIES. The Government shall furnish or make available facilities described herein and as noted in Appendix 5 (Maps). Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which work-arounds have been established. Should a hazard be subsequently identified, the Government corrects OSHA hazards according to base-wide Government developed and approved plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that work-around procedures will not be necessary or that the facilities as furnished will be adequate to meet the responsibilities of the contractor. Compliance with the OSHA and other applicable laws and regulations for protection of employees is exclusively the obligation of the contractor. Further, the Government will assume no liability or responsibility for the contractors compliance or noncompliance with such requirements, with the exception of the aforementioned requirement to make corrections according to approved plans of abatement subject to base-wide priorities. Before any modification of the facilities performed by the contractor at his or her expense, the contractor must furnish the Contracting Officer documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the Contracting Officer. In the case of alterations necessary for compliance with the OSHA, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the Government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall be used for performance of this contract only.

3.1.1 Relocation of Services. During the term of this contract, the Government will not be responsible for any cost incurred by the contractor for any relocation of any VI services function. In the event a move is necessary, adequate space will be furnished. Adequate space shall be determined by the amount of square footage authorized under the Air Force Civil Engineer Directives applicable at date of move. The Government will be responsible for moving Government furnished equipment and property, as well as connecting all utilities in the facility. The contractor will be responsible for moving all contractor owned equipment and materials. The Government will not be responsible for any cost incurred by the contractor if a move takes place.

3.2 GOVERNMENT-FURNISHED EQUIPMENT. The Government shall provide the contractor the equipment listed in Appendix 4 (A-4). Government furnished equipment designated in paragraph 3.2.2 below and in Appendix 4 (A-4) shall be managed in accordance with provisions of AFI 23-111, Management of Government Property in Possession of the Air Force. The procedures specified are in addition to those required by the Government Property clause of this contract.

3.2.1 Equipment Inventory. An inventory of government-furnished equipment must be done not later than 5 calendar days before start of the contract, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and a Government representative shall conduct a joint inventory of all government furnished equipment listed in Appendix 4 (A-4), and the contractor shall sign a receipt for all equipment provided by the Government. Items of equipment missing or not in working order shall be recorded and the Contracting Officer notified in writing. The contractor and the government representative shall jointly determine the working order and condition of all equipment and document their findings on the inventory. The Government will replace missing items and repair all items not in working order or the Contracting Officer will direct the contractor to replace the missing item(s) or accomplish the repair and the contractor will be reimbursed therefore. The Government representative will give disposition instructions for items beyond repair. The contractor and the Government representative shall certify their agreement as to the working order of the equipment. If the contractor does not participate in the inventory, the contractor must accept as accurate the listing and stated condition of equipment provided by the Government. In the event of disagreement between the contractor and the government representative on the working order and condition of equipment, the disagreement shall be presented to the Base Contracting Officer (BCO).

3.2.2 Equipment Accounting. Government furnished equipment assigned Equipment Management Codes 2 through 5 are accounted for on Equipment Authorized In-Use Details (EAID) under, the provisions of AFI 23-111. The contractor shall designate custodians and alternates to receipt and account for Government furnished EAID equipment on custodian authorization/custody receipt listings of these details. EAID equipment is designated in the CACRL issued by the Air Force. The Government shall provide the custodians and alternates initial custodian training.

3.2.3 Obtaining Additional or Replacement Equipment. The contractor shall submit requests for additional or replacement Government furnished equipment required in the performance of the contract. The contractor shall submit such requests along with commercial estimates or firm quotations from three vendors through the QA personnel to the BVIM for approval and any appropriate contract actions and/or modification submitted to the Contracting Officer.

3.2.3.1 Government Purchase of Equipment. If the government elects the contractor shall assist the appointed government representative (normally the QA personnel) in obtaining equipment by placing orders for such items through the Standard Base Supply System (SBSS) using operating funds provided by the Government for that purpose.

3.2.3.2 Contractor Purchase of Equipment. If the government elects, the contractor shall purchase the equipment from a commercial source and place the equipment in operation. The contractor shall provide positive proof of payment for the equipment (and freight) along with their invoice under the Equipment Reimbursement CLIN. All equipment purchased by the contractor under the Equipment Reimbursement CLIN becomes the property of the government. When the equipment arrives the contractor shall notify the BVIM and QA personnel.

3.2.4 Equipment Accountability. Before completion or extension of the contract, a joint inventory of equipment shall be conducted by the contractor and a Government representative. The contractor shall be liable for loss or damage to Government furnished property beyond fair wear and tear in accordance with the clause of the contract, "Government Furnished Property." Compensation shall be effected either by reduced amounts owed to the contractor or by direct payment by the contractor, the method to be determined by the Contracting Officer. All equipment in need of repairs/maintenance shall be repaired/maintained by the contractor within 30 days of discovery, but before the joint inventory is made. All repairs/maintenance not performed by the contractor shall be made at the government's option and at the contractors expense. In the case of damaged property, the amount of compensation due the Government by the contractor shall be the actual cost of repair, provided such amount does not exceed the economical repair value. In the case of loss or damage beyond economical repair to equipment, the amount of the contractor's liability shall be the depreciated replacement value of the item to be determined by the Contracting Officer. Any failure of the contractor to agree with such determination shall be presented to the Contracting Officer.

3.2.5 Equipment Leased by the Government. The Government will maintain and repair equipment leased/rented by the Government and provided to the contractor except that in the case of loss or damage beyond fair wear and tear, the contractor's liability shall be to reimburse the Government for 100 percent of all expense incurred. The provisions of the Government lease agreements setting forth liability for loss or damage to leased equipment will be made available for the contractors inspection upon request to the contracting officer. No equipment is currently leased by the Government. Equipment leased by the Government which will be provided to the contractor will be listed in Appendix 4 (A-4), by modification to the contract.

3.2.6 Five-Year Equipment Plan. The contractor shall submit and update as requested by the BVIM a 5-year equipment upgrade and replacement plan for government consideration as identified in AFI 33-117. The Contractor shall assist the BVIM in ensuring funding for all equipment items is programmed in advance. Equipment acquisition and replacement proposals will be supported with adequate written justification to substantiate funding. Contractor shall provide the government with a priority listing of equipment items required and update this listing as necessary.

3.3 GOVERNMENT-FURNISHED SERVICES. The Government will furnish the following Base Support related services.

3.3.1 Utilities. The Government shall provide utilities (i.e. heat, electricity, water and air conditioning) the use of which by the contractor shall be in accordance with conservation practices as listed in this Statement of Work (SOW).

3.3.2 Building Repair and Upkeep. The Government will maintain, and when necessary repair, replace, relocate, or install fixed electrical systems (wiring, panels, protective devices, switches, receptacles and ceiling or wall mounted lighting fixtures), fixed plumbing systems (water supply lines, drain and sewer lines, water heaters and chillers, sinks, sanitary fixtures, emergency showers, drinking fountains, valves, and faucets) and fixed air conditioning systems (heating, cooling and ventilating equipment and controls. duct work, vents and filters). Such Government responsibility shall not include providing or installing replacement incandescent bulbs or fluorescent tube lighting.

3.3.2.1 Reporting Problems. The contractor shall immediately refer problems with utilities and facilities or requirements for their maintenance or repair to the building manager or QA personnel. The contractor shall, in cases of emergencies, notify the building manager (QA personnel) or Emergency Job Orders Unit of the 81 CES (Civil Engineering Squadron). The contractor shall notify the BVIM of all notification and ensuing actions within one hour.

3.3.3 Base Information Transfer System (BITS). The Government shall provide BITS services, the use of which by the contractor shall be limited to the delivery of items related exclusively to official government business.

3.3.4 Telephone Service. Local "Class C" telephone service, limited to official Government business, will be provided.

3.3.4.1 Defense Switched Network (DSN). Pursuant to Air Force mission demands the contractor will be authorized the use of, or access to, the Defense Switched Network (DSN) for Interactive Videoteletraining (IVT) and Video Teleconferencing (VTC) only.

3.3.4.2 Contractor's Telephone Service. Long distance phone capability is the choice and responsibility of the contractor and such calls shall be at the contractor's expense. The contractor shall bear all costs of private telephone services as are required to place personal or long-distance telephone calls.

3.3.4.3 Bomb Threat Procedures. Contractor shall ensure that a copy of an AF Form 440, Bomb Threat Aid, is maintained adjacent to each facility telephone. Personnel should be made aware of the form and how it is used in case a bomb threat call is received. A copy of the employee(s) signed understanding of Bomb Threat Procedures will be provided to the QA personnel. The same requirement exists for new employees upon first duty day. The Law Enforcement desk is to be notified immediately of the call and responses recorded on the card.

3.2.3.4 Telephone Monitoring. The government may monitor any call received by or made from government facilities, this includes telephone service provided by the contractor for off base or long distance calls. One DD Form 2056, Telephone Monitoring Decal, shall be placed on each government telephone unit within the Visual Information Service Center. Decals shall be replaced by the contractor when they become badly worn or hard to read.

3.3.5 Custodial Service. The government shall furnish custodial services for the hallways and restrooms in bldg. 0902 to the extent and at the frequencies specified in the custodial services contract. The contractor shall be responsible for all housekeeping required beyond the scope of the custodial services contract. The contractor shall refer problems with custodial services to the building manager (QA personnel) and inform the BVIM.

3.3.6 Refuse Collection. The government shall furnish refuse collection at designated pickup points in the immediate vicinity of buildings where contract work is performed. When necessary, the contractor shall consolidate accumulated refuse in plastic bags, secure the bags to prevent their contents from being accidentally scattered or blown about, and deposit the bags in the bulk containers (or "dumpsters") provided at the pickup points. The contractor shall refer problems with refuse collection to the building manager, and inform BVIM/QA personnel of problems.

3.3.7 Entomology and Animal Control Services. The Government shall provide entomology and animal control services to the extent authorized and required to prevent, minimize, or eliminate the presence of insects, rodents, reptiles, and stray animals within, or in the vicinity of, building on the installation. The contractor shall notify the building manager upon detection or suspicion of insects, rodents, reptiles, or stray animals within, or in the vicinity of, Government facilities provided for contractor use. The contractor is not authorized to request Entomology Services directly. The contractor shall ensure the proper handling, storage, and disposal of food, beverages, and other items which might attract or sustain insects, rodents, reptiles, or stray animals.

3.2.6 Grounds Maintenance. The government shall furnish grounds maintenance to the extent and at the frequencies specified in the grounds maintenance services contract. The contractor shall refer problems with grounds maintenance to the building manager (QA personnel), and inform the BVIM.

3.2.7 Security Forces, and Fire Protection. The Government shall provide security forces (formerly security police) and fire protection to the extent authorized and required to enforce law and order and protect people and property on the installation. Fire Protection telephone number is 117. The contractor shall report crimes (break-ins, thefts, sabotage, etc.) to the 81st Security Force Squadron and shall report all fires, in progress or extinguished, to the base fire station. The contractor shall keep the QA personnel and/or BVIM apprised of all such instances and ensuing actions as they occur.

3.2.8 ADPE Support. ADPE support is provided to the extent needed for updating base supply equipment custodian account records.

3.2.9 Transportation. The contractor shall provide all transportation requirements at Keesler AFB and the local area except for restricted areas requiring a restricted area badge. The Visual Information Services requester must provide transportation and escort into these areas. The Government will allow the contractor to use the base taxi service during normal duty hours for official location photography assignments on Keesler AFB. This service is dependent upon availability and in no way relieves the contractor of their responsibility to provide their own transportation to satisfy these requirements.

3.2.10 Emergency Medical Services. Emergency medical care is available to contractor employees at Keesler Medical Center, Building 0468. For emergency ambulance service, call Ext. 7-6555. Charges for medical care provided will be at rates specified in AFI 41-115 (JL 94) "Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)".

GENERAL INFORMATION

4 **OVERVIEW.** The Keesler Air Force Base Visual Information Service Center (BVISC) is one the largest of its type in the Air Education and Training Command and has a far reaching reputation for the quality and timeliness of its products and services. The BVISC encompasses virtually every type of Visual Information product from simple presentation slides to fully articulated complex models and complex video productions. In satisfying stringent quality requirements, the BVISC routinely provides services well beyond the scope of the standard Air Force Visual Information Service Center. The critical nature of this requirement dictates that full support capability be available on short notice, with quick turnaround times to meet both normal and surge requirements. Additionally, there are high priority base requirements supported on a daily or even hourly basis. In fulfilling these stringent requirements, the BVISC must be fully capable of simultaneous operation in all functional areas throughout the year.

4.1 SCOPE OF WORK. The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform Visual Information (VI) Services as defined in this Statement of Work (SOW) except as specified in Paragraph 3 and Appendix 4 (A-4) as government furnished property and services at Keesler Air Force Base, Mississippi.

4.2 SCHEDULE OF WORK. The estimated quantities of work and the required delivery suspense and priority designations are listed in Appendices 2 (A-2), and 3 (A-3).

4.3 SPECIFICATIONS AND STANDARDS OF PERFORMANCE. **Specifications and standards of performance requirements of previous contracts or operations shall not be compared or interpreted as acceptable standards for this contract.** All products shall be produced to the highest industry and commercial standards and shall meet the customer's requirements as stated on the customer's work order. The contractor shall perform to the specifications and standards in this contract. In lieu of written specifications, representative Quality Samples indicating quality of work are maintained by the Quality Assurance (QA) personnel. They are referenced in Appendix 7 (A-7), Contract Quality Standards.

4.4 PERSONNEL.

4.4.1 **Contract Manager.** The contractor shall assign to this contract a dedicated, full-time, contract manager who shall be responsible for the performance of the work. The contract manager shall plan, direct and review all phases of work and ensure compliance with contract requirements. Written notification of the name, address, and home telephone number of the contract manager and the alternate(s) who will act for the contractor whenever the contract manager is absent shall be provided to the contracting officer by the contract start date and any time thereafter that changes to the names, addresses, or telephone numbers occur. The contract manager and alternate(s) must be able to read, write, speak, and understand English. The contract manager and alternate or alternates must understand government and military acronyms, definitions, technical terminology, publications and forms consistent with administration of this contract.

4.4.1.1 **Contract Manager's Authority.** The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

4.4.1.2 **Availability of Contract Manager.** The contract manager or alternate shall be available during normal duty hours within 30 minutes to meet on the installation with government personnel designated by the contracting officer if the need arises. After normal duty hours, the manager or designated alternate shall be available within 2 hours.

4.4.2 **Employees.** The government is authorized to restrict the employment under the contract of any contract employee, or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well being or operational mission of the installation and its population. All contractor employees having contact with customers must be able to read, write, speak, and understand English.

4.4.2.1 **Employee Attire.** Contractor personnel shall be properly attired and present a neat and clean appearance (considered to include the wearing of any required protective apparel and/or safety equipment) and be easily recognized. This shall be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges which contain the company name and employee name. The badge shall be worn on the front outer clothing, between the neck and waist, and be visible at all times while the employee is performing work under this contract. On special occasions (such as Dining In, etc.), photographers and/or videographers may be required to wear coat and tie, or equivalent clothing for females.

4.4.2.2 Health Requirements. All contractor employees performing services at the Keesler Medical Center under this contract shall receive a complete physical examination prior to the commencement of work. No later than five working days prior to the commencement of work, the contractor shall provide the contracting officer with a certification that those contractor employees performing work at the Keesler Medical Center have had a complete physical examination. The certification shall state the date on which the physical examination was completed, the name of the doctor who performed the examination and a statement concerning the physical health of the contractor's employee. The certification will also contain the following statement: Verification that contractor's employee is suffering from no active, communicable diseases to include but not limited to HIV (AIDS), Tuberculosis, Hepatitis and Venereal Disease. Contractor's employees with a contagious disease will not be credentialed and allowed to perform under the contract. For purposes of this paragraph, a physical examination administered more than 30 days prior to the commencement of work will not be considered adequate. The expenses for all physical examinations required under the provisions of this paragraph shall be borne by the contractor at no additional cost to the Government. The Government, through the contracting officer, reserves the right to have any employee reexamined at Government expense.

4.4.2.3 Professional Certifications. The contractor shall ensure that employees performing Medical Imaging tasks have the following current and valid professional registration before starting work.

(i) Membership of the Biological Photographer Association, Chapel Hill, NC, or the Health Sciences Communication Association (HSCA), St. Louis, MO, for Biological Photographers.

(ii) Membership of the Association of Medical Illustrators, Atlanta, GA, or the Health Sciences Communication Association (HSCA), St. Louis, MO, for Biological Illustrators.

4.4.2.4 Conflict of Interest. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval in accordance with applicable DoD Regulations.

4.4.2.5 Military Personnel. The contractor is cautioned that off duty active military personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the contractor's ability to perform. Their absence at any time shall not constitute an excuse for nonperformance under this contract.

4.4.2.6 Emergency Procedures. Contractor employees shall be familiar with, and adhere to, procedures to be followed in the event of actual or simulated fires, weather advisories, natural disasters, bomb threats, terrorist activities, enemy attack, and similar emergency conditions posing a real or potential danger to people and/or property.

4.5 SECURITY REQUIREMENTS.

4.5.1 Visitor Group Security Agreement (VGSA). The contractor shall enter into a long-term visitor group security agreement if contract performance is on base. This agreement shall outline how the contractor integrates security requirements for contract operations with the Air Force to ensure effective and economical operation on the installation. The agreement shall include:

a. Security support provided by the Air Force to the contractor shall include storage containers for classified information/material, use of base destruction facilities, classified reproduction facilities, use of base classified mail services, security badges, base visitor control, investigation of security incidents, base traffic regulations and the use of security forms and conducting inspections required by DoD 5220.22-R, *Industrial Security Regulation*, Air Force Policy Directive 31-6, *Industrial Security*, and Air Force Instruction 3 1-60 1, *Industrial Security Program Management*.

b. Security support requiring joint Air Force and contractor coordination includes packaging classified information, mailing and receiving classified materials, implementing emergency procedures for protection of classified information, security checks and internal security controls for protection of classified material and high-value pilferable property.

c. On base, the long term visitor group security agreement may take the place of a *Standard Practice Procedure (SPP)*.

4.5.2. Clearance Requirements. The contractor must possess or obtain an appropriate facility security clearance (Top Secret, Secret, or Confidential) prior to performing work on a classified government contract. If the contractor does not possess a facility clearance, the government will request one. The government assumes costs and conducts security investigations for Top Secret, Secret, and Confidential security clearances. The contractor shall request security clearances for personnel requiring access to classified information within 15 days after receiving a facility clearance or, if the contractor is already cleared, within 15 days after contract award. Due to costs involved with security investigations, requests for contractor security clearances shall be kept to an absolute minimum necessary to perform contract requirements. The contractor shall notify the *Servicing Security Forces Organization* (SSFO) at each operating location 30 days before on-base performance of the contract. The notification shall include:

- a. Name, address, and telephone number of company representatives.
- b. The contract number and contracting agency.
- c. The highest level of classified information to which contractor employees require access.
- d. The location(s) of contract performance and future performance, if known.
- e. The date contract performance begins.
- f. Any change to information previously provided under this paragraph.

4.5.3. Suitability Investigations. Contractor personnel shall successfully complete, as a minimum, a National Agency Check (NAC), before operating government furnished workstations that have access to Air Force e-mail systems. These investigations shall be submitted by the government at no additional cost to the contractor. The contractor shall comply with the DoD 5200.2-R, Personnel Security Program, and AFI 33-119, Electronic Mail (E-Mail) Management and Use, requirements.

4.5.4. Unescorted Entry to Restricted Areas. When contractor employees require unescorted entry to restricted areas, the Air Force shall submit NAC investigations for contractor employees at no additional cost to the contractor. Contractor personnel shall successfully complete a NAC investigation to obtain unescorted entry to a restricted area. The contractor shall comply with DoD 5200.2-R, and AFI 31-501, Personnel Security Program Management, requirements.

4.5.5. Pass and Identification Items. The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-government owned vehicles:

- a. DD Form 1172, Application for Uniformed Services Identification Card, (AFI 36-3026, Identification Cards For Members of The Uniformed Services, Their Family Members, and Other Eligible Personnel, and AETC Instruction 36-3001, Issue and Control of AETC Civilian Identification (ID) Cards).
- b. AETC Form 58, Civilian Identification Card (AETCI 36-3001).
- c. AF Form 2219 (series), Registered Vehicle Expiration Tab (AFI 31-204, Air Force Motor Vehicle Traffic Supervision).
- d. DD Form 2220, DoD Registered Vehicle and Installation Tab (AFI 31-204).
- e. AF Form 1199, U94F Restricted Area Badge, or a locally developed badge.
- f. AF Form 75, Visitor/Vehicle Pass (AFI 31-204).

4.5.6. Retrieving Identification Media. The contractor shall retrieve all identification media, including vehicle decals, from employees who depart for any reason before the contract expires; e.g., terminated for cause, retirement.

4.5.7. Listing of Employees. The contractor shall maintain a current listing of employees. The list shall include employees name, social security number, and level of security clearance. The list shall be validated and signed by the company Facility Security Officer (ISO) and provided to the contracting officer and SSFO prior to the contract start date. Updated listings shall be provided when an employee's status or information changes.

4.5.8. Security Manager Appointment. The contractor shall appoint a security manager for the on base long term visitor group. The security manager may be a full-time position or an additional duty position. The security manager shall provide employees with training required by DoD 5200.1-R, Industrial Security Program Regulation, Chapter 10, AFD 31-4, Information Security, and AFI 31-40 1, Information Security Program Management. The contractor shall provide initial and follow-on training to contractor personnel who work in Air Force controlled/restricted areas. Air Force controlled areas are explained in AFI 31-209, The Air Force Resource Protection Program, and Air Force restricted areas are explained in AFI 31-10 1 V 1, The Physical Security Program.

4.5.9 Additional Security Requirements. In accordance with DoD 5200.1-R and AFI 31-401, the contractor shall comply with AFSSI 5102, Computer Security Program (COMPUSEC); AFI 33-203, Emission Security (EMSEC) Program; AFI 33-204, Information Protection Security Awareness, Training, and Education (SATE) Program; applicable AFKAGs, AFIs, and AFSSIs for Communications Security (COMSEC); and AFI 10-110 1, Operations Security (OPSEC) Instructions.

4.5.10. Freedom Of Information Act Program (FOIA). The contractor shall comply with AFI 37-131, Freedom Of Information Act Program (FOIA), requirements. The regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding For Official Use Only (FOUO) material.

4.5.11. Reporting Requirements. The contractor shall comply with AFI 71-101, Volume1, Criminal Investigations, and Volume-2 Protective Service Matters, requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

4.5.12. Physical Security. Areas controlled by contractor employees shall comply with base Operations Plans and instructions for THREATCON procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property including controlled forms provided for contractor use. At the close of each work period, government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materials shall be secured.

4.5.13. Operating Instructions The contractor shall develop an Operating Instruction (OI) for internal circulation control, protection of resources and to regulate entry into Air Force controlled areas during normal, simulated and actual emergency operations. The OI shall be written in accordance with AFI 31-209, the local base Operations Plan (OPLAN) and AFI 31-2 10, The Air Force Antiterrorism (AT) Program, and shall be coordinated through the SSFO.

4.5.14. Controlled/Restricted Areas. The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work.

4.5.15 Entry Procedures For Controlled Areas. For on-base cleared facilities controlled by the base SSFO, contractors shall comply with the National Industrial Security Program Operating Manual (NISPOM), previously referred to as the Industrial Security Manual (ISM), to implement controlled area requirements. The SSFO shall approve the establishment, construction, and modification of all contractor designated controlled areas before they may be used to limit access.

4.5.16 Key Control. The contractor shall establish and implement key control procedures in the Quality Control Plan to ensure keys issued to the contractor by the government are properly safeguarded and not used by unauthorized personnel. The contractor shall not duplicate keys issued by the government.

4.5.17 Lost Keys. Lost keys shall be reported immediately to the contracting officer. The government replaces lost keys or performs re-keying. The total cost of lost keys, rekeying or lock replacement shall be deducted from the monthly payment due to the contractor.

4.5.18. Government Authorization. The contractor shall ensure its employees do not allow government issued keys to be used by personnel other than current authorized contractor employees. Contractor employees shall not use keys to open work areas for personnel other than contract employees engaged in performance of duties, unless authorized by the government functional area chief

4.5.19. Lock Combinations. The contractor shall establish procedures in local OIs ensuring lock combinations are not revealed to unauthorized persons and ensure the procedures are implemented. The contractor is not authorized to record lock combinations without written approval by the government functional area chief. Records with written combinations to authorized secure storage containers or Secure Storage Rooms (SSR), shall be marked and safeguarded at the highest classification level as the classified material maintained inside the approved containers. The contractor shall comply with

DoD 5200.1-R security requirements for changing combinations to storage containers used to maintain classified materials.

4.5.20. Traffic Laws The contractor and its employees shall comply with base traffic regulations.

4.6 EMPLOYEE TRAINING The contractor shall ensure that the employees listed below obtain the following mandatory training as a condition of their employment unless employees previously obtained this training. All positions must be designated within one month of contract start or position vacancy.

4.6.1 Equipment Custodians. The persons designated the primary and alternate equipment custodians must attend an equipment management class, conducted by the base supply activity, before the contract start date, or, if subsequent thereto, other persons are so designated, before their being allowed to receipt for Government-furnished equipment. The class lasts approximately 4 hours and is usually conducted once per month. The purpose of the class is to provide training on managing Government property, preparing and submitting supply forms, and using tables of allowances and other management products. The contractor shall also attend any refresher training as may be required throughout the contract period.

4.6.2 Records Custodian and Records Clerk. The persons designated the records custodian and records clerk must attend a records management class, conducted by the base records management activity, not later than 2 months after being so designated. The class lasts approximately 4 hours and is usually conducted once per month. The purpose of the class is to provide training on maintaining, disposing, and reporting holdings and disposition of Air Force records.

4.6.3 Fire Extinguisher and Fire Prevention. The contractor shall ensure all employees receive initial fire extinguisher and fire prevention training through the Base Fire Department.

4.7 QUALITY CONTROL.

4.7.1 Quality Control Plan. The contractor shall establish and maintain a complete Quality Control Plan to ensure the requirements of the contract are provided as specified. An updated copy must be provided to the Contracting Officer as changes occur. The plan shall include:

4.7.1.1 An inspection system covering all the services and requirements of this contract whether listed in Paragraph 2, Service Delivery Summary (SDS), or not. It must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.

4.7.1.2 The methods for identifying and preventing defectives in the quality of service performed before the level of performance becomes unacceptable.

4.7.1.3 On-site records of all inspections conducted by the contractor and necessary corrective action taken. This documentation shall be made available to the government during the term of the contract.

4.8 QUALITY ASSURANCE. The government will evaluate the contractor's performance under this contract using the methods of surveillance specified in Paragraph 2, Service Delivery Summary (SDS) and the Quality Assurance Surveillance Plan (QASP). All surveillance observations will be recorded by the government. When an observation indicates defective performance, the QA personnel will request the contractor's representative to initial the observation.

4.8.1 Performance Evaluation Meetings. The contract manager may be required to meet at least weekly with the Base Visual Information Manager (BVIM) and Quality Assurance (QA) personnel and the Contracting Officer (CO) during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. However, if the contractor requests, a meeting will be held whenever a Contract Discrepancy Report is issued. The written minutes of these meetings shall be signed by the contractor's manager, Contracting Officer, BVIM and QA personnel. Should the contractor not concur with the minutes, the contractor shall so state any areas of nonconcurrency in writing to the contracting officer within five calendar days of receipt of the signed minutes.

4.9 HOURS OF OPERATION.

4.9.1 Normal Hours. Keesler AFB utilizes a compressed work schedule in which 44 hours are worked in one week and 36 hours are worked in the following week and thereafter repeating. The contract shall utilize this schedule for as long as the compressed week schedule is in effect. The contractor is cautioned to comply with all applicable Department of Labor rules and regulations for overtime pay and to observe the restrictions on compensatory time which do not allow "comp

time" to be carried forward from one pay period to another. The contractor shall maintain the following customer service hours:

7:00 a.m. (0700) to 5:00 p.m. (1700) - Monday through Thursday
7:00 a.m. (0700) to 4:00 p.m. (1600) - Every other Friday

4.9.2 Federal Holidays. The contractor is not required to provide routine service on the following days:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

4.9.2.1 Whenever a federal holiday falls on a Saturday, the preceding Friday is observed, and whenever a holiday falls on a Sunday, the following Monday is observed. Whenever a federal holiday falls on a down Friday, the preceding Thursday is observed.

4.9.2.2 Nothing in the foregoing shall be construed to relieve the contractor from the obligation to provide alert photography and videography services at times other than the normal hours of operation of the still photographic laboratory.

4.9.3 After Hours Facilities Use. The contractor shall inform the building manager anytime any contractor employee(s), other than alert photographers and videographers will be at the contractor-operated facility within the building other than during its normal hours of operation, unless within 30 minutes before or 30 minutes after normal operating hours. This notification shall occur before the work is performed.

4.10 NON-DUTY HOURS. The contractor shall provide non-duty hour (non-alert) services which shall require the approval of the BVIM or in his absence the QA personnel. The contractor shall ensure requests requiring after-duty-hour services are authorized on a form letter provided for that purpose to the BVIM or approved by the BVIM on the AF Form 833. The contractor shall ensure the requester or authorized Government representative certifies the non-duty hours worked on the form letter or AF Form 833. The contractor shall maintain a log of all non-duty hours which shall include, as a minimum, the following:

- a. Date and time of assignment
- b. Name of requester, organization and phone number
- c. Purpose (i.e. Alert, Dining-out, etc.)
- d. Total time of assignment
- e. Name of certifying official

A copy of the non-duty hour log shall be provided to the QA personnel as part of the end of month reports package. The contractor shall notify the contracting officer through the QA personnel when 85 percent of the allotted non-duty hours have been accomplished.

4.10.1 The contractor shall ensure that non-duty hours are allocated in the following areas;

Videography	540hrs
Photography	520hrs
Presentations	520hrs
Graphics	260hrs

4.11. EMERGENCY SERVICES. On occasion, services may be required to support an activation or exercise of contingency plans outside the normal duty hours described above. During these events contractor employees shall accomplish work as identified and coordinated with the BVIM and QA personnel. The contractor's responsibilities for emergency support are described in Paragraph 1.

4.12 CONSERVATION OF UTILITIES. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which preclude the waste of utilities, which shall include:

4.12.1 Lights shall be used only in areas when and where work is being performed.

4.12.2 Employees shall not adjust heating, cooling, or ventilating equipment or control mechanisms.

4.12.3 Water faucets or valves shall be shut off as soon as the required usage is accomplished.

4.13 ENVIRONMENTAL REQUIREMENTS

4.13.1 The following paragraphs represent the mandatory regulations and guidelines with which the contractor shall comply. These environmental requirements shall be included in the contractor's quality control plan. Contractor shall comply with all applicable federal, state, and local environmental laws. Contractor shall comply with Air Force environmental regulations and KAFB plans to include, but not limited to the Hazardous Waste Management Plan and Spill Prevention Control, and Countermeasures Plan.

4.13.2. All personnel who work with or are around hazardous materials must have, at a minimum, the Federal Hazardous Communication training.

4.13.2.1 Health effects of exposure to the oil and hazardous substance.

4.13.2.2 Applicable first aid procedures to be used following exposure.

4.13.2.3 Protective equipment requirements and procedures for using equipment.

4.13.2.4 Evacuation procedures.

4.13.2.5 Combustibility of spill material and potential for flash back along vapor trails.

4.13.2.6 Applicable fire fighting procedures and special hazards of combustion products.

4.13.2.7 Reactivity of spill material with common materials including water.

4.13.2.8 Use and maintenance of all alarms and monitoring equipment associated with spill prevention or response.

4.13.2.9 Base Fire Department phone number (117). The Fire Department is to be contacted as soon as possible during a spill response.

4.13.2.10 Immediate spill response actions including the location of pump controls and valves to stop spill flows, and the location and use of fire extinguishers, absorbents, neutralizing agents and other immediate spill response procedures, as appropriate.

4.14 FIRE PROTECTION In performing work under this contract, the contractor shall conform to the specific fire protection requirements contained in the Keesler Fire Protection Program.

4.14.1 The contract site will be periodically inspected by the Base Fire Protection Section to ensure compliance with fire prevention practices.

4.14.2.1 Any violation or failure to comply with fire safety procedures shall be promptly corrected.

4.15 USE OR SALE OF VI PRODUCTS. All products produced by the contractor are the property of the government and shall not be used, sold or retained by the contractor for any purpose outside the provisions of the contract.

4.16 OFFICIAL COMMUNICATIONS.

4.16.1 On all correspondence, the contractor shall use the appropriate address as provided by local direction (Information Management).

4.16.2 Telephones shall be answered by: "Visual Information Service Center". The contractor shall ensure contractor personnel do not answer the phone with phrases such as "Photo lab" or "Graphics".

4.17 AUTOMATED DATA PROCESSING/GRAPHICS IMAGING SYSTEM

4.17.1 Computer programs used by the contractor for providing services under the terms of this contract must be approved by the BVIM/QA personnel and/or 81 CS small computer repair and maintenance element.

4.17.2 Government staff shall have access to any program on Government furnished computer systems.

4.17.3 The contents of programs created on government computers or contractor computers become the property of the government.

4.17.4 The contractor shall maintain and perform a daily back-up of all newly created computer generated files and a weekly back-up of the hard drive. Program generated files are to be stored on standard 3 1/2 high density diskettes when size allows. Larger files shall be stored on 105 MB Bernoulli Disk, 100 MB Zip Disk, 1 GB Jazz Disk or other high capacity disk. Backup files shall be stored on high capacity disk.

4.17.5 All Government furnished programs and all contractor supplied disks used for providing services under the terms of this contract shall be turned over to the government staff at the termination of the contract.

4.18 PRECIOUS METALS RECOVERY. Since no wet processing is allowed on Keesler and the contractor furnishes all film, paper, and chemicals, contractor retains rights to precious metal recovery. No silver recovery operations are allowed to be performed on Keesler by the contractor.

4.19 GOVERNMENT OBSERVATIONS. Other government personnel, such as Inspectors General, Fire Department, Safety, building inspectors or higher headquarters staff are authorized to observe contractor operation. However, these personnel may not interfere with contractor performance.

APPENDIX 1 (A-1)**CONTRACTOR-FURNISHED ITEMS AND SERVICES**

A1.1 GENERAL. Except for those items and services specifically stated to be Government furnished in Paragraph 3, the contractor shall furnish everything required to perform this statement of work.

A1.1.1 The contractor shall ensure sufficient types and amounts of supplies, including repair and replacement parts, are on hand or can be readily obtained to support the requirements of this contract.

A1. Computer Disks. All computer disks shall be supplied by the contractor.

A1.2 QUALITY STANDARDS FOR CONTRACTOR-FURNISHED ITEMS. The contractor shall ensure all contractor-furnished items (considered to include any personally owned items that may be used by contractor employees) are adequate for the purposes for which used or intended and meet established safety, health, fire protection, and/or environmental standards and requirements pertaining to their use, as well as being compatible with Government-provided equipment.

A1.2.1 Materials and supplies from which end products are produced by the contractor shall be of a quality to ensure the stability, durability, and longevity of those products.

A1.2.2 Repair and replacement parts shall be of a quality equal to, or exceeding, the specifications set forth by the original manufacturer.

A1.3 MINIMUM CONTRACTOR FURNISHED EQUIPMENT (CFE). The contractor shall provide the following equipment to meet the needs of the contract. The following listing is considered the minimum equipment to be supplied by the contractor in order to meet normal requirements under the contract. The contractor may provide additional equipment to meet surge requirements, better provide products in a timely manner or provide products of superior quality. The contractor shall not be entitled to any additional compensation or modification to the contract for providing CFE equipment, which supplements Government Furnished Equipment (GFE). All CFE remains the contractor property at completion of the contract.

A1.3.1 Contractor Furnished Facility. Since no chemical (wet) photographic processing is allowed on Keesler, some CFE will be required to be located in contractor (or subcontractor) facilities off Keesler Air Force Base. Reference paragraph 1 (1.4). The contractor facilities shall be located within close proximity of Keesler Air Force Base to allow for quick turnaround photo requirements.

A1.3.1.1 Contractor Purchased Equipment (CPE). Any Contractor Purchased Equipment under the equipment reimbursement CLIN shall become the property of the government.

A1.3.1.2 Contractors Reliance. The contractor shall not rely upon any equipment purchases made under the equipment reimbursement CLIN to relieve the contractor's responsibility to provide Contractor Furnished Equipment.

A1.3.2 Administrative and Management Information CFE. Reference paragraph 1.1.3, "Work Control". The contractor shall provide a computer and database program to establish and maintain a computerized work order tracking system for each area. The minimum requirements are:

Pentium III processor w/ 32mb RAM; standard keyboard; mouse; 14" VGA monitor; 4GB HD; std 3.5 drive; 24x CD-ROM; internal or external 100mb Zip drive; 10bT/100bT Ethernet controller; 56K modem; standard I/O devices; Smart Label Printer capable of printing label 2" wide; MS Windows 98; Microsoft Office Professional Edition-latest revision; Virus scan software; Access based model database and 115-120V uninterrupted power supply.

A1.3.3 Self-help Graphics Imaging Systems CFE. Reference Paragraph 1.3.1.5, "Self-help Graphics". The contractor shall provide a minimum of two self-help graphic imaging computer systems with accessories. The contractor furnished computers shall be networked and capable of printing to the government provided color printer. The minimum requirements (for each system) are:

Mini-Tower Model; Pentium III Processor at 700MHz; 128MB 100MHz SDRAM (up to 384MB max.); 512KB Integrated L2 Cache; Minimum 9GB HD; 3.5" Floppy Disk Drive; CD-RW Drive (24xCD Cd-R/2x CD-RW); 100MB Internal Zip Drive; Two USB Ports; Fast SCSI Controller; 19" (18.1" viewable 1600x1200, .26dp) P&P Monitor; 16MB (min) AGP Graphics Card; 10/100Mb Ethernet port; Sound Blaster compatible sound card w/ 2 speakers; Enhanced Keyboard; 4 button (wheel) mouse; HP Deskjet 895Cse printer (at LPT1); MS Windows 98; Microsoft Office Standard Edition-latest revision; Virus scan software; Adobe Photoshop – latest revision; and a 115-120V local uninterrupted power supply.

Notes 1. One of the two systems shall also be equipped with a 36 bit, single pass, flatbed color scanner with automatic document feeder. The scanner shall have a minimum optical resolution of 600 x 1200. The system shall also have added software: an OCR program (Omni Page Pro or equal) and Adobe Acrobat – Full version – latest revision.

2. The Self-help Graphic Imaging Systems (GIS) provided as Contractor Furnished Equipment shall be compatible with Government Furnished Equipment and shall be networked into the LAN to allow printing to the Government Furnished Ricoh NC 5206 Color printer. If the contractor elects at his own expense to have other digital color printers, or imaging devices attached to the network, the contractor may, at his option, take steps to insure the self-help GIS's do not print directly to those Contractor Furnished Equipment devices. The contractor shall ensure the self-help GIS's do not print directly to any Government furnished printer other than designated for that purpose.

3. The contractor shall furnish ink cartridges and premium quality paper for the HP printers.

A1.3.4 Graphic Imaging Systems (CFE) Reference Paragraph 1, (1.3.2.3). Provide a minimum of one IBM compatible and two Macintosh compatible Graphic Imaging Systems. The IBM compatible GIS may be used as part of the contractor furnished Digital Imaging System.

The IBM compatible system minimum requirements are: Mini-Tower Model; Pentium III Processor at 700MHz; 256MB 100MHz SDRAM (up to 384MB max.); 1MB Integrated L2 Cache; Minimum 12GB HD; 3.5" Floppy Disk Drive; CD-RW Drive (24xCD Cd-R/2x CD-RW); 100MB Internal Zip Drive; Two USB Ports; Ultra-Fast SCSI Controller; External 2GB Jazz Drive; 21" (19.8" viewable 1600 x 1200 @85Hz, .26mm) Display; 32MB (min) AGP Graphics Card; 10/100Mb Ethernet port adapter; Sound Blaster Live sound card w/ 5 speakers; Enhanced Keyboard; 4 button (wheel) mouse; 12" WACOM Digitizing Art Tablet with pressure sensitive stylus; 36 bit, single pass, flatbed color scanner with a minimum optical resolution of 600 x 1200; MS Windows 98; Microsoft Office Standard Edition-latest revision; Virus Scan Software; Adobe Photoshop – latest revision; Adobe Illustrator – latest revision; Quark Xpress – latest revision; OCR program (Omni Page Pro or equal); Adobe Acrobat, full version.- latest revision; Adobe Type Manager Deluxe (PC version) – latest revision; and a 115-120V local uninterrupted power supply.

The Macintosh system's minimum requirements are: G4 PowerMac; 500Mhz; 256 Cache; 128MB RAM; 8GB HD; 3.5 Floppy Disk Drive; Two USB Ports; 24x CD ROM Drive; Internal Zip Drive; External 1 GB Jazz Drive; 21" (19.1" viewable) .26 Display; Enhanced keyboard; Mouse; 10Mb Ethernet port; System Software – latest revision; Virus Scan Software; Adobe Photoshop – latest revision; Adobe Illustrator – latest revision; MS Power Point – Mac edition – latest revision; Adobe Type Manager Deluxe (Mac version) – latest revision, and a 115-120V local uninterrupted power supply.

Note: At least one of the Macintosh Graphic Imaging System's shall also have Adobe Acrobat, full version – latest revision software installed.

A1.3.5 Multifunctional Color Laser Copier/Printer/Scanner (CFE) Reference Paragraph 1.3.2.4. Provide an multifunctional color laser copier/printer/scanner. The government provided Ricoh Aficio 5206 color printer shall be used exclusively to support Self-help users. The contractor furnished color laser copier/printer shall be used to meet the production requirements of the contract. The unit shall be capable of producing an 11" x 17" full bleed print onto 12" x 18" paper at 400 dpi. The contractor is cautioned that surge requirements may tax the capacity of a 6 or 9 page per minute color copier/printer/scanner. A higher production rate is not required but is suggested.

A1.3.6 Film Recorder (CFE) Reference Paragraph 1.3.2.5. The contractor shall provide a minimum of one 4K film recorder to process 35mm presentation slides and image 35mm film as required. Polaroid or instant type film or slides shall not be used. All 35mm slides shall be processed utilizing E6 chemistry. All 35mm film shall be processed utilizing C41 chemistry. The CFE Film Recorder may be connected to any GFE Computer or any CFE computer. The contractor

is caution that high volumes and quick turnaround times are required to support the contract. The contractor may elect to supplement the required CFE with additional equipment in order to meet surge requirements or to deliver a superior quality product.

A1.3.7 E-6 Processor (CFE). Reference Paragraphs 1.3.2.5 and 1.4.2.19. The contractor shall provide an E-6 film processor capable of processing color transparencies up to 8" x 10". The equipment shall be located in a contractor operated facility within a 25 mile radius of Keesler Air force Base.

A1.3.8 Large Format Color Printer (CFE). Reference Paragraphs 1.3.2.7 and 1.4.1.4. Contractor shall provide a large format color printer and RIP for the production of computer-generated charts, posters, other graphic items and digital photographs, which will produce prints up to 35.5 inches wide by 108 inches long. The printer shall be capable of producing prints on a variety of materials at 300 dpi. The contractor is caution that high volumes and quick turnaround times are required to support the contract. The contractor may elect to supplement the required CFE with additional equipment in order to meet surge requirements or to deliver a superior quality product.

A1.3.9 Hot Roll Laminator (CFE). Reference Paragraph 1.3.2.7. Contractor shall provide a hot roll laminator capable of laminating at least 36 inches wide and of handling thickness of up to 3/16 inches.

A1.3.10 Vinyl Cutter (CFE). Reference Paragraph 1.3.2.8. The contractor shall provide a vinyl cutter capable of producing cut vinyl 30 inches wide without stripping or paneling of individual design elements. The vinyl cutter shall be connected to a suitable contractor furnished computer system. Industry standard sign making software is suggested.

A1.3.11 Display System (CFE). Reference Paragraph 1.3.2.12. The contractor shall provide a minimum of one commercially produced 10 foot wide by 8 foot tall curved panel display system, complete with top track lighting and free standing podium for use in the development and presentation of displays by base customers.

A1.3.12 Vacuum Mounting System (CFE). Reference Paragraph 1.3.2.28. The contractor shall provide a vacuum mounting system which is capable of accepting work up to 30" x 40". The contractor may substitute a mechanical method of mounting provided the system used assures a superior bond to the substrate. The CFE laminator may be used for cold roll mounting in lieu of vacuum mounting at the contractor option. Hand spray of adhesive with subsequent hand application and roll out is not acceptable. Other cold roll mechanical devices may also be utilized at the contractors option.

A1.3.13 Perimeter Edge Trim System (CFE). The contractor shall furnish an edge trim system and edging materials in black, white, silver and gold. The contractor furnished system shall be equal to or exceed the system manufactured by Trim U.S.A .

A1.3.14 Wood Working and Metal Working Tools and Equipment (CFE). Reference Paragraphs 1.3.2.10, 1.3.2.30 and 1.5.10.1. The contractor shall furnish all facilities, tools and equipment necessary to construct displays and exhibits, models, and television studio sets and scenery.

A1.3.15 CD-Reader/Writer (CFE). Reference Paragraph 1.3.4. The contractor shall provide a multi-write or incremental CD-Reader/Writer (CD-RW Drive - 24xCD Cd-R/2x CD-RW) and applicable software for the purposes of providing CD disk to customers which will be compatible with GFE.

A1.3.16 ICW Lighting System (CFE). Reference Paragraph 1.3.5.3.1. The contractor shall provide a lighting system to supplement the GFE for ICW photography.

A1.3.17 AF Qualification Training Packages Videography and Photography (CFE) Reference Paragraph 1.3.5.4.1. The contractor shall provide a lighting packages for use on remote video or photography assignments.

A1.3.18 Off Base Facilities. Reference Paragraph 1.4. All chemical (wet) photographic processing shall be accomplished off base in a contractor operated facility. The contractor is responsible for acquiring and maintaining facilities and the processes to develop all films. Surge and Alert requirements coupled with short turnaround times require that the contractor facilities be located within close proximity of Keesler Air Force Base.

A1.3.19 Fuji Pictography 4000 (CFE). Reference Paragraphs 1.4.1, 1.4.1.4, 1.4.2.5.2 and 1.4.2.7. The contractor shall provide a Fuji Pictography Model 4000 Digital printer.

A1.3.20 Black and White Film Processing. (CFE). Reference Paragraph 1.4.2.13. The contractor shall provide, at his (or sub contractors) off base facility, processors for developing and printing black and film. 12 X 12 negative sizes are the standard. Contact prints of negatives shall be produced up to 12 inches by 12 inches.

A1.3.21 Music Inventory. The contractor shall provide a licensed music inventory for use in Video Production and Broadcast. This inventory shall become property of the USAF.

A1.4 POSTAL/INSTALLATION DISTRIBUTION. The contractor shall comply with all applicable size, weight, packaging, sealing, marking, handling, and security requirements and restrictions.

A1.4.1 The contractor is responsible for packaging of films, slide/tape programs and video cassettes for shipment. Local requirements include the use of a self-adhesive 3x5 inch mailing label attached to the outside of the package. Each mailing label shall include the official return address of the BVISC. Media products of like size should be securely bound together in packages not to exceed 50 pounds, using a nylon reinforced shipping tape. Tapes and films of unequal size should be securely boxed for shipment. All shipping materials required shall be provided by the contractor.

A1.4.2 Contractor shall be responsible, upon request, for the mailing through BITS of official portraits, record photography, graphic products and other items produced. Flat work should be packaged with sufficient reinforcement to preclude bending or damage. Envelopes, shipping tapes, and other appropriate materials shall be provided by the contractor.

A1.4.3 Government mail deliveries are not made to or from the BVISC. Contractor must go to a centrally-located facility housing the postal/installation distribution. Pickup shall be accomplished at least once daily.

A1.5 GOVERNMENT REIMBURSEMENT FOR TRAVEL/PER DIEM. The Government will reimburse the contractor for travel/per diem expenses incurred by contractor personnel in the course of official TDY as required by a requesting agency.

A1.6 HOUSEKEEPING. The contractor shall ensure that work and storage areas present a neat and clean appearance. Housekeeping to be performed by the contractor at assigned facilities include:

A1.6.1 Proper arrangement and/or storage of equipment, furniture, supplies, tools, lights, electrical cords, etc., to eliminate clutter and potential fire and safety hazards (stored in cabinets or storage cases when not in use). Contractor shall ensure as a minimum that boxes and equipment are not stored on cabinets, aisles are free of obstacles that impede traffic, exits are not blocked, equipment is positioned to prevent falls, and electrical cords do not present tripping hazards. Areas exposed to public (customer) view will present (at all times) a neat, orderly, organized professional image (appearance). There will not be clutter or equipment laying around, no food stuffs or remnants, etc., to detract from that projected professionalism.

A1.6.2 Weekly dusting and other necessary cleaning of exposed surfaces of furniture, equipment, cabinets, shelves, bins, lighting fixtures, walls, doors and doorways, etc. Contractor is responsible for keeping furniture, equipment, cabinets, shelves, bins, lighting fixtures, walls, doors around the Automatic Data Processing Equipment (ADP) and graphics computers clean in order to minimize equipment damage.

A1.6.3 Desks and work areas are to be kept free of clutter. Waste which overflows trash cans in facility shall be taken out to the dumpsters.

A1.6.4 Proper storage, handling, and disposal of food, beverages, and any other items which might attract or sustain insects, rodents, or other vermin. This includes washing or disposing of containers and utensils after use and not leaving food overnight in the facility unless stored in the refrigerator or in a closed container.

A1.6.5 Immediate cleanup and proper disposal of spilled or leaked liquids, chemicals, paint, solvents, compounds, etc., to prevent corrosion, contamination, fire, damage, accidents, or injuries.

A1.6.6 Contractor shall be responsible for purchasing and replacing all light bulbs and fluorescent tubes for the Visual Information facility within Wall Studio, Bldg. 0902.

APPENDIX 2 (A-2)

WORK ORDER PRIORITIES

The following table represents the work order priority system for this SOW. The percentages shown are estimates only. The contractor is cautioned that surge requirements may, at times, cause an increase in priority status. The contractor may enter into negotiations requesting "Over and Above" payments if priorities exceed those listed. The Contracting Officer must grant approval prior to the contractor beginning any "Over and Above" priority work.

PRODUCT	PERCENT PRI. 01 (response time)	PERCENT PRI. 02 (response time)	PERCENT PRI. 03 (response time)	PERCENT PRI. 04 (response time)	TOTAL PERCENT
Simple Graphics	15% (4-8 hours)	20% (2-3 days)	63% (3-5 days)	2% (6 days +)	100%
Average Graphics	5% (2-3 days)	10% (3-5 days)	60% (6-10 days)	25% (15-20 days)	100%
Complex Graphics	1% (3-5 days)	3% (6-10 days)	6% (11-15 days)	90% (21d+ TBD)*	100%
Photography	10% (4-8 hours)	80% (2-3 days)	9% (3-5 days)	1% (5 days +)	100%
Documentation Services	8% (1-2 days)	12% (3-5 days)	60% (6-10 days)	20% (11-15 days)	100%
Simple Video Production	8% (1-2 days)	12% (3-5 days)	60% (6-10 days)	20% (11-15 days)	100%
Average Video Production	5% (3-5 days)	15% (16-20 days)	30% (21-30 days)	50% (30-45 days)	100%
Complex Video Production	2% (10-15 days)	4% (21-30 days)	6% (30-45 days)	88% (45d + TBD)*	100%

* TBD = To be Determined

APPENDIX 3 (A-3)

ESTIMATED WORK LOAD**ESTIMATED
CONTRACT
TOTALS****COLOR PRINTS**

COLOR 2X2 PRINT	4,800
COLOR 4X5 PRINT	12,000
COLOR 5X7 PRINT	52,800
COLOR 8X10 PRINT	4,800
COLOR 11X14 PRINT	480
COLOR 16X20 PRINT	20
COLOR 20X24 PRINT	1
COLOR NEGATIVES/DIGITAL FILES	24,000

**COLOR
TRANSPARANCIES**

35mm COLOR SLIDES	115,000
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BLACK AND WHITE

NEGATIVES/POSITIVES 12X12	600
5 X 7PRINTS	480
35mm SLIDES	950
SELF-HELP	1,800

217,731

**ESTIMATED
CONTRACT
TOTALS****VI LIBRARY SERVICES****MEDIA ISSUES**

16 mm FILM	60
VIDEO TAPE	600

EQUIPMENT ISSUE

35 mm PROJECTORS	80
VIDEO PROJECTORS	100
VIDEO PLAYERS (VCR)	80
OVERHEAD PROJECTORS	40
OPAQUE PROJECTORS	2
CAMCORDER	120
PORTABLE LECTERN	25
MISC (AMPS,SPEAKERS, ETC.)	1,500

ADVISORY ASSISTANCE

ADVISORY ASSISTANCE	100
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CATALOG UPDATES

CATALOG UPDATES	150
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**OBSOLETE MEDIA
DISPOSAL**

VIDEO TAPE	100
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**EQUIPMENT
MAINTENANCE**

REPAIRS AND MAINTENANCE	85
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PREVIEW SCREENING

PREVIEW SCREENING	100
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VIDEO DUPLICATION

TOTAL DUPLICATION	1,680
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4,822

		ESTIMATED CONTRACT TOTALS
<u>TELEVISION</u>	COMPLEX VIDEO PRODUCTIONS	15
	AVERAGE VIDEO PRODUCTIONS	25
	SIMPLE VIDEO PRODUCTIONS	20
	VIDEO DOCUMENTATIONS	30
	AUDIO TAPE PRODUCTIONS	25

		115

**ESTIMATED
CONTRACT
TOTALS****GRAPHICS****TELEVISION GRAPHICS**

Computer Illus.	750
Animation	100
Studio Card	25
Props/Mockups/Models	10
Sets/Scenery	20
Storyboard	2

VUGRAPHS

Simple	1,200
Average	6,000
Complex	5,400

**COMPUTER GENERATED
SLIDES**

Simple	2,000
Average	5,000
Complex	3,000

CHARTS

FLIP	250
BRIEFING	250
STAND/WALL	600

SIGNS

ALL	10,000
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POSTERS

ALL	1,200
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2D/3D DISPLAY

TABLETOP/WALL MOUNTED & FS	600
ARTWORK FOR DISPLAYS	2,400
HERITAGE DISPLAY MAINTENANCE	10

NAMEPLATES/CERTIFICATES

Nameplates	3,600
Certificates	2,400

BOOKCOVERS

ALL	1,800
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LETTERING

BANNERS, FLAGS, LEGENDS	180
LICENSE PLATES, VEHICLE PC'S	60

MODELS

ALL	15
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PUBLICATION PAGE

Simple	2,500
Average	14,500
Complex	15,600
Binding	75

EMBLEMS

Simple	60
Average	600
Complex	1,500

DRY MOUNTING OF

PRINTS

16X20 AND SMALLER	750
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LAMINATING OF PRINTS

16X20 AND SMALLER	50
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24"X UP TO 108"	75
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**Digital Prints
(Transmissive)**

20X24	15
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22X28	25
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30X40	10
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35X UP TO 108"	10
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**Digital Prints
(Reflective)**

20X24	100
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22X28	65
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30X40	105
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35X UP TO 108"	55
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Perimeter Edge Trim

Linear Inches	84,000
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MILITARY FINE ARTS

ALL	300
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167,295

		ESTIMATED CONTRACT TOTALS
<u>INTERACTIVE VIDEOTELETRAINING (IVT)</u>		
	BROADCAST HOURS	1,000
	REHERSAL HOURS	2,500
<u>VIDEO TELECONFERENCING (VTC)</u>		
	CONFERENCES	400
<u>CABLE ACCESS TELEVISION (CATV)</u>		
	PROGRAMMING (SLIDES)	936
	PROGRAMMING (TAPE PRESENTATIONS)	240
	BROADCAST (HOURS)	8,760

APPENDIX 4 (A-4)

LIST OF GOVERNMENT FURNISHED EQUIPMENT

PROJECTOR OPAQUE			
EXTERNAL HARD DRIVE			
MAC QUADRA 800			
MAC QUADRA 800			
MAC			
B&W LASER PRINTER			
PRINTER AUTOMATIC			
PAINT SYSTEM	CHAMELEON	31D255287	CHYRON
MONITOR COLOR	PVM-1910	2009059	SONY
GENERATOR, CHARACTER	VP-2	21C1949586	CHYRON
MONITOR, B/W	PVM-91	0017390	SONY
SWITCHER, VIDEO	2J-200RB	53Z01629	PANASONIC
VECTORSCOPE	520A	B405291	TEKTRONIX
MONITOR, COLOR	PVM-8221	5008237	SONY
BIT PAD	CHAMELEON	0424686	CHYRON
KEY BOARD	VP-2	04246886	CHYRON
MONITOR, B/W	38-V19NOB-AP	177290026	ELECTROHOM
MONITOR, GREEN	38-V19221-60	742980009	ELECTROHOM
90 MB HARD DRIVE	PBP-90P	JD53030192	IOMEGA
160 MB HARD DIRVE	917CP15	2962	QUANTEL
PAINT BOX	DPB-7000	51482	QUANTEL
80 MB REMOVABLE STOR	PA3A1C	031724	CONT DATA
FLOPPY DRIVE 1.6 MB	DPB-7000	00104/3	QUANTEL
KEYBOARD	LO36-16-005	125467-004	QUANTEL
DIGITIZER PAD	DPB-7000	44897	QUANTEL
JOYSTICK	DPB-7000	2001-11-005	QUANTEL
MONITOR COLOR	D-1910	FA751005	PANASONIC
TABLE, LTW CUTTER			
LETTERON (SMALL)			
LETTERON (large)			
17" MONITOR			
17" MONITOR			
17" MONITOR			
BERNOULLI			
CD ROM			
FLATBED SCANNER			
B&W LASER PRINTER			
FILM RECORDER			
SLIDESCRIPT			
OPTIMA 1000 DRIVE			
OPTIMA MINIPAK			
PRESENTATION SOFTWARE			
EFI FIERY			
GE PROJECTOR			
CABINET, PAINT STORAGE			
Book, CIBA Medical Illus			
Book, CIBA Medical Illus			
Book, CIBA Medical Illus			
Book, CIBA Medical Illus			
Book, CIBA Medical Illus			
Book, CIBA Medical Illus			
Book, CIBA Medical Illus			
Book, CIBA Medical Illus			
CAMERA SET MP4	MP4		POLAROID
CAMERA STILL			
CAMERA STILL	IQZoom	6059630	PENTAX
CAMERA DIGITAL CARD	DSC-315	K315C-01662	KODAK
CAMERA DIGITAL CARD	DSC-315	K315C-01650	KODAK
CAMERA DIGITAL CARD	DSC-315	K315C-01647	KODAK
PRINTER CONTACT PHOTO			
LIGHT PHOTO			
MODIFICATION KIT			KODAK
MODIFICATION KIT			KODAK
MODIFICATION KIT			KODAK
ACCESSORY KIT			

ACCESSORY KIT			
ACCESSORY KIT			
ACCESSORY KIT			
ACCESSORY KIT			
ACCESSORY KIT			
ACCESSORY KIT			
DISPLAY UNIT			
PRINTER AUTOMATIC			
CAMERA DIGITAL CARD	DSC-315	K315C-02795	KODAK
CAMERA DIGITAL CARD	DSC-315	K315C-03044	KODAK
CAMERA	MP4	06084	POLAROID
CAMERA		06082	NIKON
CAMERA		03916	NIKON
CAMERA	RB67	06083	MAMIYA
CAMERA	2020	11335	NIKON
DIGITAL TIMER		862763	OMEGA
CABINET, FILM DRYING		06136	
VOLTAGE BOOSTER		06141	
STUDIO STROBE LIGHT		10582	
CONSOL, EDITOR MATRIX		4561	
METER, EXPOSURE		24674	
TRIPOD	3CLB		KALIMAR
CABINET SLIDE			
CABINET SLIDE			
CAMERA, BRONICA		7126179	BRONICA
CAMERA, BRONICA		7126296	BRONICA
CAMERA, BRONICA		7126187	BRONICA
CAMERA, BRONICA		7126455	BRONICA
PAGER	A03CJC7601A	348BRG27W2	MOTOROLA
PAGER	A03KLC5962D	AD58VJ6RT4	MOTOROLA
PAGER	A03KLC5962D	AD58VJ6RT5	MOTOROLA
MONITOR RECEIVER	CVM-1750	202011	SONY
RECORDER REPRODUCER	RD-670AV	30408096	SHARP
RECORDER REPRODUCER	RD-670AV		SHARP
TEST SET OSCILLATOR	SG-1168 A/U	0451A	BALLANTINE
QUADRA MAC 800	Q-800	QCK330423CC7	MAC
MONITOR RECEIVER			SONY
MONITOR TELEVISION			SONY
RECORDER REPRODUCER	2552 AV	00002049	WOLLENSAK
VIDEO REPRODECER 3/4"			SONY
RECORDER PLAYER			
RECORDER REPRODUCER	VO-7600	10261	SONY
REPRODUCER VIDEO			
VIDEO PLAYER SLP	SLP-305	17196	SONY
VIDEO REPRODUCER			
PROJECTOR 3 GUN			GE
OPAQUE PROJ			
OPAQUE PROJECTOR	TS-3	65114	J.Y.TAYLOR
PROJECTOR OVERHEAD	2100	556250	3M
PROJECTOR OVERHEAD	213	669543	3M
PROJECTOR OVERHEAD	4003	1819529	DUKANE
SCREEN PROJECTOR			DALITE
PROJECTOR SLIDE	220	26976	KODAK
PROJECTOR 35MM KODAK			KODAK
PROJECTOR CAOUR 8806			
PROJECTOR 3280	3280	168841	TELEX
PROJECTOR 35MM	3170L	4425	TELEX
PROJECTOR AUTOMATIC			
PROJECTOR 35MM			
SLIDE PROJECTOR			
PROJECTOR MP SL/SND1	3850	BHS14038	BELL&HOWEL
STAND PROJECTOR PHO			
STAND PROJECTOR RUDCO	RUDCO	090	RUDCO
CONTROLLER	FC50	6944033	KODAK
PROJECTOR OVERHEAD	213	710069	3M
PROJECTOR OVERHEAD	213	570712	3M

PROJECTOR OVERHEAD	213	710649	3M
PROJECTOR OVERHEAD	213	710066	3M
PROJECTOR OVERHEAD	213	570715	3M
PROJECTOR OVERHEAD	213	496654	3M
PROJECTOR OVERHEAD	4003	1819525	DUKANE
PROJECTOR SLIDE	270	42173	KODAK
PROJECTOR SLIDE	220	26666	KODAK
PROJECTOR SLIDE	220	26972	KODAK
PROJECTOR SLIDE	270	42178	KODAK
PROJECTOR SLIDE	220	26746	KODAK
PROJECTOR SLIDE	220	26968	KODAK
PROJECTOR SLIDE	4000	191860	TELEX
PROJECTOR SLIDE	4000	143884	TELEX
PROJECTOR SLIDE	4000	193112	TELEX
MONITOR RECEIVER	CVM-1750	201793	SONY
MONITOR RECEIVER	CVM-1750	205192	SONY
RECORDER REPRODUCER	2620 AV	26214766	WALLENSAK
35MM WIRELES REMOTE	MX 30 RX	050566	AMX
35MM WIRELES REMOTE	MX 30 RX	050430	AMX
POWER SPEAKER 50 WATT	AN-1000	J922233	ANCHOR
POWER SPEAKER 50 WATT	AN-1000	B940039	ANCHOR
LCD VIDEO PROJECTOR	XV-100	316680	SHARP
LCD VIDEO PROJECTOR	XV-100	317891	SHARP
LCD VIDEO PROJECTOR	XG-E800U	313092	SHARP
LCD VIDEO PROJECTOR	XG-E800U	313107	SHARP
LCD VIDEO PROJECTOR	TVT-6000	61N0200632	INFOCUS
LCD VIDEO PROJECTOR	TVT-6000	61N0200574	INFOCUS
PORTABLE P A	L46B	920443	SOUNDCRAFT
PORTABLE P A	L46B	920431	SOUNDCRAFT
PROJECTOR SLIDE	850H	2048472	KODAK
PROJECTOR SLIDE	850H	4756109	KODAK
PROJECTOR SLIDE	850H	2048474	KODAK
PROJECTOR SLIDE	850H	1836737	KODAK
PROJECTOR SLIDE	AF	1446364	KODAK
PROJECTOR SLIDE	AF	1446364	KODAK
PROJECTOR 3270	3270	6204	TELEX
PROJECTOR 3280	3280	174946	TELEX
PROJECTOR 35MM	3170L	6288	TELEX
PROJECTOR 3270	3270	150197	TELEX
PROJECTOR SLIDE	AMT	736784	KODAK
PROJECTOR SLIDE	AMT	736884	KODAK
PROJECTOR SLIDE	AMT	694774	KODAK
13" COLOR MONITOR	PVM-1380	5005763	SONY
13" COLOR MONITOR	PVM-1380	5005776	SONY
VHS VCR	AG-1230	A9KN02960	PANASONIC
VHS VCR	VR-5705	6RAFA07344	SAMSUNG
VHS VCR	VR-5705	6RAG100617	SAMSUNG
VHS VCR	VR-5705	6RBFB01815	SAMSUNG
VHS VCR	VR-5705	6RBFB01789	SAMSUNG
20" COLOR TV	TXB-2025	3CDG101936	SAMSUNG
20" COLOR TV	TXB-2025	3CDG101935	SAMSUNG
20" COLOR TV	TXB-2025	3CDG101934	SAMSUNG
VHS VCR	AG-1230	I8KN00213	PANASONIC
20" COLOR TV	TXB-2025	3CDG101933	SAMSUNG
20" COLOR TV	TXB-2025	3CDG101333	SAMSUNG
VHS VCR	AG-1230	I8KN004945	PANASONIC
PROJECTOR 35MM	3170L	4409	TELEX
PROJECTOR SLIDE	AMT	725589	KODAK
PROJECTOR SLIDE	AMT	694774	KODAK
PROJECTOR SLIDE	AMT	694780	KODAK
PROJECTOR MP SL/SND1	3850	BHS13444	BELL&HOWEL
VHS VCR	VR-5705	6RAG101057	SAMSUNG
VHS VCR	VR-5705	6RAG101052	SAMSUNG
VHS VCR	VR-5705	6RAFC02849	SAMSUNG
VHS VCR	VR-5705	6RBFB01404	SAMSUNG
13" TV/VCR	CXD-1332	3CBG100015	SAMSUNG

13" TV/VCR	CXD-1332	3CBG100739	SAMSUNG
13" TV/VCR	CXD-1332	3CBG101082	SAMSUNG
13" TV/VCR	CXD-1332	3CBG100047	SAMSUNG
LCD PROJECTION PANEL	QA-1600	2AU 4943	SHARP
LCD PROJECTION PANEL	QA-1600	2AU 4942	SHARP
VHS CAMCORDER	PV-810	B3WA10507	PANASONIC
VHS CAMCORDER	AG-170	A9HB02557	PANASONIC
VHS CAMCORDER	AG-170	A9HB02560	PANASONIC
MIXER,AUDIO	MC-1604	2954	YAMAHA
AUDIO,COMPACT DISC	A-727	1084	STUDER
VCP,BETACAM,PORTABLE	BVW-21	10833	SONY
PLOTTER,GRAPHICS	DMP29	F13942010378	HOUSTON
COMPUTER	ZFX24850	709AE0781	ZENITH
COMPUTER	ZFX24850	733AE1016	ZENITH
COMPUTER	ZFX24850	714AF0856	ZENITH
COMPUTER	ZFX258	708AH0481	ZENITH
MONITOR,B/W	PVM-411	0014408	SONY
MONITOR,B/W	PVM-411	0014436	SONY
MONITOR,B/W	PVM-91	0015977	SONY
MONITOR,B/W	PVM-91	0016032	SONY
MONITOR,B/W	PVM-91	0016046	SONY
WAVEFORM/VECTOR MONITOR	1750	B031842	TEKTRONIX
VECTORSCOPE	1720	B012338	TEKTRONIX
VECTORSCOPE	1720	B012337	TEKTRONIX
GENERATOR,SYNC	SPG-170A	B010306	TEKTRONIX
MONITOR,COLOR	650HR	B056605	TEKTRONIX
SYSTEM,REMOTE INTERCOM	QX6	2662	CETEC VEGA
TRIPOD,FAST ACTION	5185/VID20	203283#2	SACHTLER
TRIPOD	5151/VID20	203059	SACHTLER
VTR,1 INCH	VPR-3	4571701	AMPEX
MIT,SOLO LIGHT	none	L	LOWEL
DIGITAL SPECIAL EFFECTS	A-52	521270	ABEKAS
VIDEO SLIDE PROJECTOR	A-42	431472	ABEKAS
CAMERA,SNAPSHOTS	SUN-660	VJ7025B	POLOROID
MONITOR,COLOR	ZVM-1380	746-96081122	ZENITH
MONITOR,COLOR	ZVM-1380	746-94230326	ZENITH
MONITOR,COLOR	ZVM-1380	846-95151266	ZENITH
MONITOR,COLOR	ZVM-1380	846-95151242	ZENITH
HUMIDIGRAPH	5020	008014	WEATHERTRO
METER,COLOR TEMP	SIXTYCOLOR	507408	GOSSEN
RECORDER,AUDIO	4.2L	7232	NAGRA
TYPEWRITER,ELECTRIC	EM-85	L51724547	BROTHER
POLISHER,FLOOR	GP-15A	SP-182579	HILD
POLISHER,FLOOR	GVT.	16826	HOLT
GENERATOR,TRNR DD-5643	DD-5643	N	LOCAL
STAND,PROJECTOR	none	E	NONE
VCR,3/4 IN	VO-5600	43468	SONY
PROJECTOR,STILL	850H	2048474	KODAK
SCREEN,PROJECTOR	none	O	?
TYPEWRITER,ELECTRIC	SEL III	A	IBM
TYPEWRITER,ELECTRIC	SEL III	6705-11-7800	IBM
TYPEWRITER,ELECTRIC	SEL II	B	IBM
TYPEWRITER,ELECTRIC	SEL III	6036123	IBM
TYPEWRITER,ELECTRIC	SEL III	2442900	IBM
TYPEWRITER,ELECTRIC	SEL II	2742830	IBM
MONITOR,COLOR	CVM-1750	202797	SONY
MONITOR,COLOR	PVM-1910	2015376	SONY
REFRIGERATOR	none	0393254	W/H
RECORDER,AUDIO CASSETTE	RD-670AV	30408106	SHARP
COMPUTER	ZFG121	510EC0875	ZENITH
SET,PHOTO LIGHT	none	P	LOWEL
SYSTEM,LIGHTING	none	Q	LOWEL
LIGHT KIT 14	COFFIN	KIT 14	COLORTAN
VIEWER,MICROFICHE	MC-1114D	102655	WSI
VIEWER,MICROFICHE	MINICAT 1114	90439	WSI
PRINTER	AL2000	7A6232690	ALPS

PRINTER,ALPS P2000	P2000G	7A6102639Y	ALPS
PRINTER,ALPS P2000	P2000G	7A6200540M	ALPS
PRINTER,ALPS P2000	P2000G	7A6200538M	ALPS
CALCULATOR,DESK	TI513	273712	TEXAS INST
MONITOR,COMPUTER	ZMM1470G	9593386	ZENITH
MONITOR,COMPUTER	ZMM1470G	9577241	ZENITH
PRINTER,LETTER QUALITY	WH124	59004290	ZENITH
MODEM,DIGITAL DATA	300/1200	5M21988	LEXICON
PRINTER,AUTOMATIC	180FT	22875	MICRO PER.
MONITOR/RECEIVER,COLOR	CVM-1270	203798	SONY
MONITOR/RECEIVER,COLOR	CVM-1270	203804	SONY
MONITOR,COLOR	CVM-1250	017424	SONY
MONITOR,COLOR	CVM-1250	017418	SONY
MONITOR,COLOR	CVM-1250	015143	SONY
MONITOR,COLOR	CVM-1250	018168	SONY
MONITOR,CAMERA	PVM-8000	501519	SONY
MONITOR,COLOR	PVM-8000	501592	SONY
WAVEFORM MONITOR	1480R	B064483	TEKTRONIX
WAVEFORM MONITOR	1480R	B064485	TEKTRONIX
WAVEFORM MONITOR	1480R	B064488	TEKTRONIX
VCR,3/4 IN	VO-5600	43128	SONY
VCR,3/4 IN	VO-5600	23361	SONY
VCR,3/4 IN	VO-5600	23826	SONY
VCR,3/4 IN	VO-5600	23834	SONY
VCR,3/4 IN	VO-5600	23365	SONY
VCR,3/4 IN	VO-5600	23573	SONY
VCR,3/4 IN	VO-5600	43122	SONY
VCR,3/4 IN	VO-5600	43115	SONY
VCR,3/4 IN	VO-5600	41509	SONY
VCR,3/4 IN	VO-5600	45259	SONY
VCR,3/4 IN	VO-5600	43490	SONY
VCR,3/4 IN	VO-5600	43455	SONY
VCR,3/4 IN	VO-5600	23574	SONY
VCR,3/4 IN	VO-5600	43489	SONY
VCR,3/4 IN	VO-5600	46428	SONY
EDITOR,ACE	ACE MICRO	3050110	AMPEX
RECORDER,AUDIO CASSETTE	225	280173	TASCAM
TRIPOD,HYDRO	102B	102388541	O'CONNOR
TRIPOD,HYDRO	102B	102388555	O'CONNOR
WAVEFORM MONITOR	520A	B029840	TEKTRONIX
WAVEFORM MONITOR	528	B285013	TEKTRONIX
VTR,1 INCH	VPR-3	4640735	AMPEX
VTR,1 INCH	VPR-3	0850878	AMPEX
VTR,1 INCH	VPR-3	3061221	AMPEX
TELEPROMPTER	VP-21004	0991	IKEGAMI
CONSOLE,AUDIO	WR-8616	8430047	RAMSA
CONSOLE,AUDIO	WR-8616	8440018	RAMSA
PEDESTAL,X2152A CAMERA	TD3A	0543	RCA
PEDESTAL,X2152A CAMERA	TD3A	551	RCA
PEDESTAL,X2152A CAMERA	TD3A	589	RCA
MONITOR,COLOR	PVM-1910	200982	SONY
MONITOR,COLOR	PVM-1900	230294	SONY
VCR,VHS	AG-2200	D6PF01276	PANASONIC
DA,VIDEO	902(1)	2796	GVG
DA,VIDEO	902(1)	2804	GVG
DA,VIDEO	902(2)	2818	GVG
DA,VIDEO	902(1)	2826	GVG
DA,VIDEO	902(2)	2830	GVG
DA,VIDEO	902(2)	2837	GVG
DA,VIDEO	902(2)	2843	GVG
DA,VIDEO	902(1)	2847	GVG
DA,VIDEO	902(2)	2855	GVG
DA,VIDEO	902(2)	2863	GVG
DA,VIDEO	902(1)	2877	GVG
DA,VIDEO	902(1)	2879	GVG
DA,VIDEO	902(1)	2880	GVG

VTR,1 INCH,PORTABLE	BVH-500A	24201	SONY
VTR,1 INCH,PORTABLE	BVH-500A	35205	SONY
SYSTEM,PAINT	CHAMELEON	31D0255287	CHYRON
DA,PULSE	TA-34	05764	RCA
DA,PULSE	TA-34	5710	RCA
DA,PULSE	TA-34	5732	RCA
DA,PULSE	TA-34	5738	RCA
DA,PULSE	TA-34	5746	RCA
DA,PULSE	TA-34	5747	RCA
DA,PULSE	TA-34	5751	RCA
DA,PULSE	TA-34	5758	RCA
DA,PULSE,PWR SUPPLY	TA-34	5759	RCA
DA,PULSE DELAY	912	525	GVG
DA,PULSE DELAY	912	535	GVG
DA,PULSE DELAY	912	542	GVG
DA,PULSE DELAY	912	543	GVG
DA,PULSE DELAY	912	544	GVG
DA,PULSE DELAY	912	550	GVG
DA,PULSE DELAY	912	558	GVG
HEAD,FLUID	HYDROPE	FH41D1	O'CONNOR
HEAD,FLUID	HYDROPE	FH55D2	O'CONNOR
TIME BASE,CORRECTOR	CVS516	6158	CVS
AUDIO,COMPACT DISC	A725	03427	STUDER
AUDIO,COMPACT DISC	A725	03429	STUDER
AUDIO,COMPACT DISC	A725	03475	STUDER
RECORDER,AUDIO CASSETTE	RD-671AV	860706132	SHARP
MONITOR,SPEAKER	2706	001891	STUDER
MONITOR,SPEAKER	2706	001892	STUDER
MONITOR,SPEAKER	2706	001893	STUDER
VECTORSCOPE	520A	B540801	TEKTRONIX
DE-ESSER	536A	12A	ORBAN
MONITOR,COLOR	CVM-1750	203303	SONY
MONITOR,COLOR	CVM-1750	201801	SONY
MONITOR,COLOR	CVM-1750	202829	SONY
MONITOR,COLOR	PVM-1910	2009023	SONY
MONITOR,COLOR	PVM-1910	2009004	SONY
MONITOR,COLOR	PVM-1910	2009061	SONY
MONITOR,COLOR	PVM-1910	2009016	SONY
MONITOR,COLOR	PVM-1910	2009055	SONY
MONITOR,COLOR	PVM-1910	2009010	SONY
MONITOR,COLOR	PVM-1910	2015331	SONY
MONITOR,COLOR	PVM-1910	2009059	SONY
MONITOR,COLOR	PVM-1910	203824	SONY
MONITOR,COLOR	PVM-1910	2015190	SONY
ADA FRAME	ADF 6400	861001A	HEDCO
ADA FRAME	ADF 6400	861003A	HEDCO
WAVEFORM MONITOR	TSM5A	D5854491	VIDEOTEK
RECORDER,AUDIO CASSETTE	RD-685AV	860305945	SHARP
RECORDER,AUDIO CASSETTE	122B	280164	TASCAM
EQUALIZER	622B	769477	ORBAN
EQUALIZER	622B	474436	ORBAN
RECORDER,AUDIO REEL/REEL	PR99-MKII	028396	REVOX
RECORDER,AUDIO REEL/REEL	PR99-MKII	028412	REVOX
RECORDER,AUDIO REEL/REEL	PR99-MKII	028644	REVOX
RECORDER,AUDIO REEL/REEL	PR99-MKII	028370	REVOX
RECORDER,AUDIO REEL/REEL	PR99-MKII	028640	REVOX
RECORDER,AUDIO REEL/REEL	PR99-MKII	026979	REVOX
MONITOR,COLOR	HR-130	11860446	VIDEOTEK
MONITOR,COLOR	HR-130	11860447	VIDEOTEK
VCR,3/4 IN	BVU-820	10498	SONY
VCR,3/4 IN	BVU-800	16155	SONY
TURNTABLE	CB-1201	2591	HARRIS
GENERATOR,SIGNAL	1410	B013044	TEKTRONIX
SWITCHER,VIDEO	SEG-2000	10413	SONY
WAVEFORM MONITOR	380	301071	TEKTRONIX
TURNTABLE	CB-77	299	GATES

GENERATOR, CHARACTER	VP-2	21C1949586	CHYRON
GALVANOMETER, TRAINER	VOLT-METER	S	LOCAL
TYPEWRITER, ELECTRIC	SEL II	5693105	IBM
MONITOR, COLOR	670A-1	B020234	TEKTRONIX
MONITOR, COLOR ?	CVM-1250	501622	SONY
MONITOR, COLOR ?	CVM-1250	503913	SONY
OSCILLOSCOPE	465	B293400	TEKTRONIX
Z-METER	LC53	3438024M	SENCORE
METER, FLUTTER	8160	386	DATA CHECK
PACE KIT (DESOLDER)	PPS-100A	5501	PACE
MULTIMETER	8010MM	3255463	FLUKE
MULTIMETER	8010M	3015049	FLUKE
ANALYZER, DISTORTION	334A	1140A15161	HEW/PAC
METER, TENSION	T2-H15-UM	B4117	TENTEL
METER, TENSION	T2-H15-UM	B4116	TENTEL
METER, TENSION	T2-H20-Z	J5227	TENTEL
CART, 200-1 SCOPE	200C	405	TEKTRONIX
CART, 200-1 SCOPE	200C	406	TEKTRONIX
CART, 200-1 SCOPE	200C	407	TEKTRONIX
CART, 200-1 SCOPE	200C	408	TEKTRONIX
COUNTER, FREQUENCY	5328A	2233A54552	HEW/PAC
COMPARATER, SPT FLD	107 025 02	792	HELLIGE
VECTORSCOPE	520A	B405291	TEKTRONIX
VECTORSCOPE	520A	B405290	TEKTRONIX
MULTIMETER	8025AMM	60560	FLUKE
MULTIMETER	8025AMM	60460	FLUKE
MULTIMETER	8025AMM	60570	FLUKE
ANALYZER, VIDEO	VA-62	4653731M	SENCORE
LOGIC, COMPARATOR	10529A	W6400/04716	HEW/PAC
LOGIC, PULSER	DP-50	50338	B&K
ACCESSORY, VCR TEST	VC-63	4777232M	SENCORE
WAVEFORM MONITOR	528A	B022088	TEKTRONIX
VECTORSCOPE	520A	B022120	TEKTRONIX
WAVEFORM MONITOR	1480C	B010135	TEKTRONIX
WAVEFORM MONITOR	1480C	B010363	TEKTRONIX
VCP, BETACAM, PORTABLE	BVW-21	10864	SONY
VCP, BETACAM, PORTABLE	BVW-21	10836	SONY
TIME BASE, CORRECTOR	BVT-800	11925	SONY
MIXER, MICROPHONE	M67	12345	SHURE
CART, LAB TEK	none	409	TEKTRONIX
COMPUTER	ZFX24850	817AH0663	ZENITH
MONITOR, COMPUTER	ZVM1380C	841NB0221N0J	ZENITH
MONITOR, COMPUTER	ZVM1380C	838ND112N0J	ZENITH
MONITOR, COLOR	CVM-1271Q	2029168	SONY
VCR, 3/4 IN	VO-5800	30928	SONY
COMPUTER	ZFX248	905AC005457	ZENITH
MONITOR, COMPUTER	ZVM1380C	839NF0255N0J	ZENITH
MONITOR, COMPUTER	ZCM1490	838NC0416N0J	ZENITH
VACUME CLEANER WET/DRY	850	F	SHOP-VAC
VACUME CLEANER WET/DRY	850	G	SHOP-VAC
VACUME CLEANER WET/DRY	850	H	SHOP-VAC
MONITOR, COMPUTER	XCM1490	839ND0095N0J	ZENITH
DISK, EXTERNAL FLOPPY	ZA-180-54	5854-0034519	ZENITH
COMPUTER	ZFX24850	905AC005447	ZENITH
PRINTER, ALPS ASP1000	ASP1000	8G0016246T	ALPS
PRINTER, ALPS ASP1000	ASP1000	7G0006498Y	ALPS
PRINTER, ALPS ASP1000	ASP1000	7G0006497Y	ALPS
VCR, BETACAM	BVW-75	12499	SONY
VCR, BETACAM	BVW-75	12960	SONY
VCR, BETACAM	BVW-75	12969	SONY
VCR, BETACAM	BVW-75	12994	SONY
PRINTER, MATRIX	DS180	13625	DATASOUTH
PRINTER, LASER	RGI1394II	2803J24637	HEW/PAC
PRINTER, LASER	RGI1394II	2803J24641	HEW/PAC
CAMERA, STUDIO	BVP-360	21301	SONY
VTR, VIDEO, DIGITAL	DVR-10	10316	SONY

SWITCHER,PRODUCTION	GVG-100	84803	GVG
MICROPHONE,WIRELESS	WRR-37	20108	SONY
POWER SUPPLY	PS-31	125726	RTS
CAMERA,BETACAM	CVC-3A	10110	AMPEX
CAMERA,BETACAM	CVC-7	10070	AMPEX
CAMERA,BETACAM	CVC-3A	10046	AMPEX
VCR,BETACAM	CVR-5	10555	AMPEX
CAMERA,BETACAM	CVC-3A	10071	AMPEX
CAMERA,BETACAM	CVC-7	10058	AMPEX
EDIT SYSTEM	IPS-100	897	GVG
GENERATOR,20K CHARACTER	20K	2013	DUBNER
CAMERA,STUDIO	BVP-360	21303	SONY
DISK DRIVE	A-53D	AGFN108	ABEKAS
MONITOR,COMPUTER	CZM-1490	838NDO112NOJ	ZENITH
TRIMMER,HEDGE	315.796640	D8079	SEARS
VIEW SYSTEM	2000	10267	SONY
VIEW SYSTEM	2000	10612	SONY
HEAD,FLUID	VIDEO 20	202160#3	SACHTLER
HEAD,FLUID	VIDEO 20	202345#4	SACHTLER
PROJECTOR,VIDEO	VPH-1042Q	5000570	SONY
TYPEWRITER,ELECTRIC	EM-85	L51724514	BROTHER
VCR,BETACAM	BVW-75	13026	SONY
VCR,BETACAM	BVW-75	10949	SONY
VCR,VHS	AG-2500	J8HG00010	PANASONIC
OSCILLOSCOPE	2246MODA	B110869	TEKTRONIX
OSCILLOSCOPE	2246MODA	B11953	TEKTRONIX
MEASUREMNT SET,VIDEO	VM-700	B020410	TEKTRONIX
COMPUTER	ZFX24850	837AF022791	ZENITH
PRINTER,ALPS P2000	P2000G	10A9000549Y	ALPS
SYSTEM,PA	100-W	VARIOUS	REALISTIC
COMPUTER	ZFX248	940AF018176	ZENITH
COMPUTER	ZFX248	817AH0665	ZENITH
PRINTER,ALPS P2000	P2000G	10A9000689Y	ALPS
MONITOR,B/W	PVM-91	0017375	SONY
MONITOR,B/W	PVM-91	0017390	SONY
MONITOR,B/W	PVM-91	0017392	SONY
MONITOR,B/W	PVM-91	0018782	SONY
MONITOR,B/W	PVM-91	0019002	SONY
MONITOR,B/W	PVM-91	0019007	SONY
MONITOR,B/W	PVM-91	0019014	SONY
MONITOR,B/W	PVM-91	0019016	SONY
MONITOR,B/W	PVM-91	0019025	SONY
MONITOR,B/W	PVM-91	0019027	SONY
MONITOR,B/W	PVM-91	0019045	SONY
MONITOR,B/W	PVM-91	0019068	SONY
MONITOR,B/W	PVM-91	0019071	SONY
MONITOR,B/W	PVM-91	0019072	SONY
MONITOR,B/W	PVM-91	0019073	SONY
MONITOR,B/W	PVM-91	0019075	SONY
MONITOR,B/W	PVM-91	0019077	SONY
MONITOR,B/W	PVM-91	0019080	SONY
MONITOR,B/W	PVM-91	0019190	SONY
MONITOR,B/W	PVM-91	0019193	SONY
MONITOR,B/W	PVM-91	0019208	SONY
MONITOR,B/W	PVM-91	0019210	SONY
MONITOR,B/W	PVM-91	0019003	SONY
MONITOR,COLOR	CVS-51	0021593	BARCO
MONITOR,COLOR	CVS-51	21348	BARCO
GENERATOR,DUAL SYNC	9520	76314-00	GVG
GENERATOR,DUAL SYNC	9520	009717	GVG
DA,VIDEO	8501	023791	GVG
DA,VIDEO	8501	023363	GVG
DA,VIDEO	8501	023893	GVG
DA,VIDEO	8501	023795	GVG
DA,VIDEO	8501	023799	GVG
DA,VIDEO	8501	023792	GVG

DA,VIDEO	8501	023796	GVG
DA,VIDEO	8501	024174	GVG
DA,VIDEO(2)	TA-33C	06041	RCA
DA,VIDEO(1)	TA-33C	06085	RCA
DA,VIDEO(2)	TA-33C	06097	RCA
DA,VIDEO(1)	TA-33C	06102	RCA
DA,VIDEO(2)	TA-33C	06103	RCA
DA,VIDEO(1)	TA-33C	06105	RCA
DA,VIDEO(2)	TA-33C	06113	RCA
DA,VIDEO(1)	TA-33C	06115	RCA
GENERATOR,20K CHARACTER	20K	2012	DUBNER
GENERATOR,5K CHARACTER	5K	098	DUBNER
GENERATOR,5K CHARACTER	5K	093	DUBNER
MONITOR,COLOR	VM-8PR	10880013	VIDEOTEK
MIXER,AUDIO	600SERIES	153	GRAHAM/PAT
MIXER,AUDIO	600SERIES	178	GRAHAM/PAT
MONITOR,COLOR	BVM-1310	2000113	SONY
MONITOR,COLOR	BVM-1310	2000219	SONY
MONITOR,COLOR	BVM-1310	2000224	SONY
MONITOR,COLOR	BVM-1310	2000239	SONY
MONITOR,COLOR	BVM-1310	2100194	SONY
MONITOR,COLOR	BVM-1310	2100196	SONY
MONITOR,COLOR	BVM-1310	2000163	SONY
MONITOR,COLOR	BVM-1310	2000200	SONY
MONITOR,COLOR	PVM-1271Q	2029165	SONY
TRIPOD,CARBON	VIDEO 20 II	2034184	SACHTLER
TRIPOD,CARBON	VIDEO 20 II	203513	SACHTLER
MONITOR,COLOR	PVM-1390	5000794	SONY
MONITOR,COLOR	PVM-1390	5000895	SONY
MONITOR,COLOR	BVM-8021	5000851	SONY
MONITOR,COLOR	BVM-8021	5000856	SONY
MONITOR,COLOR	BVM-8021	5000858	SONY
MONITOR,COLOR	BVM-8021	5000863	SONY
MONITOR,COLOR	BVM-8021	5001269	SONY
MONITOR,COLOR	BVM-8021	5001273	SONY
MONITOR,COLOR	BVM-8021	5001284	SONY
MONITOR,COLOR	BVM-8021	5001290	SONY
MONITOR,COLOR	PVM-5300	5003050	SONY
MONITOR,COLOR	PVM-5300	5003066	SONY
MONITOR,COLOR	PVM-8221	5005395	SONY
MONITOR,COLOR	PVM-8221	5005691	SONY
GRAPHICS,VIDEO	VIDEOSHOW160	16009126	GEN.PARAME
CONTROL,CENTRAL	CMX-3600	501983	CMX
CONTROL,CENTRAL	CMX-3600	501988	CMX
TRIPOD	50D	50D1	O'CONNOR
TRIPOD	50D	50D2	O'CONNOR
VCR,VHS	AG-6810	A9TA00088	PANASONIC
VCR,VHS	AG-6810	A9TA00090	PANASONIC
VCR,VHS	AG-6810	A9TA00093	PANASONIC
VECTORSCOPE	1720	B016370	TEKTRONIX
WAVEFORM MONITOR	1730	B027237	TEKTRONIX
WAVEFORM MONITOR	1730	B027240	TEKTRONIX
MONITOR,COLOR	650HR-C	B057273	TEKTRONIX
ROUTER SYSTEM, HORIZON	HX64	HX64VAAA	GVG
VECTORSCOPE	520	B221398	TEKTRONIX
VECTORSCOPE	520A	B540800	TEKTRONIX
MONOPOD	OMNIPOD	MONO1	GITZO
DEGAUSSER	K-90	504-283D-103	GKI
AMP,MONITOR	DD-6749	0	LOCAL
AMP,MONITOR	DD-6749	931204	LOCAL
AMP,MONITOR	DD-6749	002C	LOCAL
AMP,MONITOR	DD-6749	009A	LOCAL
DA,AUDIO	DD-6554	010	LOCAL
DA,VIDEO	VDA 6000	011V	HEDCO
DA,AUDIO	DD-6554	009B	LOCAL
DA,AUDIO	DD-6554	009D	LOCAL

DA,AUDIO	DD-6554	5	LOCAL
DA,AUDIO	DD-6554	6	LOCAL
DA,AUDIO	DD-6554	7	LOCAL
DA,AUDIO	DD-6554	9	LOCAL
DA,AUDIO	DD-6554	003	LOCAL
DA,AUDIO	DD-6554	004	LOCAL
LIGHT BOX	PTB-500	740310	KYORITSU
DA,STEREO AUDIO	8560	010789	GVG
DA,STEREO AUDIO	8561	025410	GVG
VCR,VHS	AG-1960	H9HG00124	PANASONIC
VCR,VHS	AG-1960	H9HG00151	PANASONIC
CAMCORDER,HI 8	EVO-9100	202878	SONY
RECORDER,AUDIO,DIGITAL	D-20	0920449	FOSTEX
DA,VIDEO DELAY	8504	070178	GVG
DA,VIDEO DELAY	8504	070184	GVG
DA,VIDEO DELAY	8504	182811	GVG
DA,STEREO AUDIO	8561	010789#2	GVG
DA,STEREO AUDIO	8561	025410#2	GVG
MONITOR,COMPUTER	ZCM1490	940NF0379N0M	ZENITH
COMPUTER	ZFX24850	940AF018859	ZENITH
PA,SYSTEM	C20B	S0287	BOGEN
VIEW SYSTEM	VIW-3015A	10292	SONY
MONITOR,B/W	SNA-17	LR27644	CONRAC
DISPLAY UNIT, COMPUTER	VT100	WF-59046	DIGITAL
SPEAKERS,IVD	SRS-100	12884	SONY
LIGHT KIT 6	T-4	KIT 6	LOWEL
RECEIVER,WIRELESS MIC	RX-752	256/SV118	HME
LIGHT KIT 8	SOFT LIGHT	KIT 8	LOWEL
LIGHT KIT 12	ULTRA LIGHT	2582	A/BAUER
LIGHT KIT 13	ULTRA LIGHT	884	A/BAUER
PRINTER,ALPS ASP1000	ASP1000	7G0006513Y	ALPS
GENERATOR,CHARACTER	10K	1811	DUBNER
WAVEFORM/VECTOR MONITOR	1750	B031919	TEKTRONIX
EDITING,CONTROLLER	AG-A95	F9A4992KB	PANASONIC
POWER,SUPPLY DC	6267B	1710A03411	HEW/PAC
MULTIMETER	ANPSM45	23619	SIMPSON
MULTIMETER	ANPSM45	16275	SIMPSON
MONITOR,B/W	SNA-9	492052	CONRAC
MONITOR,B/W	SNA-9	372239	CONRAC
VIDEODISC,SYSTEM	610A	EE	ODC
DISK EVALUATOR STATION	616	15	ODC
OSCILLOSCOPE	2445B	B051127	TEKTRONIX
COMPUTER	Z-248	94AF0181766	ZENITH
SWITCHER,MONITOR	PMS-10	000002V	RCA
SWITCHER,MONITOR	PMS-10	000001V	RCA
SWITCHER,MONITOR	PMS-10	001001V	RCA
SWITCHER,VIDEO	WJ-205RB	42701553	PANASONIC
GENERATOR,TIME CODE	ECM-4010	11886010	EVERTZ
SWITCHER,VIDEO	AFB-10	JJ	DYER ELECT
LIGHT,CONTROL PANEL	none	KK	KLIEGL
PRINTER,ALPS ASP1000	ASP1000	7G0006514Y	ALPS
MONITOR,COLOR	PVM-2530	2027187	SONY
MONITOR,COLOR	PVM-2530	2027190	SONY
VTR,VIDEO,DIGITAL	VPR-300	2600768	AMPEX
VCP,BETACAM	BVW-65	11663	SONY
VCR,BETACAM	BVW-70	13494	SONY
CORRECTOR,COMPONENT	BVR-50	14360	SONY
MONITOR,COLOR	650HR	B057295	TEKTRONIX
VECTORSCOPE	1720	B016825	TEKTRONIX
WAVEFORM MONITOR	1730	B027694	TEKTRONIX
MONITOR,B/W	38-V19NOB-AP	701710004	ELECTROHOM
DEGAUSSER	4000	9000060109	GARNER
I SQ CHASSIS	CHASSIS	509339	CMX
EMULATOR, E SQ.	7210N1-D20	02907499	EVERTZ
MONITOR,COLOR	PVM-1271Q	2017959	SONY
ANALYZER,SPECTRUM	8590B	3009A0870	HEW/PAC

MONITOR,COLOR	PVM-8221	5007969	SONY
MONITOR,COLOR	PVM-8221	5008466	SONY
MONITOR,COLOR	PVM-8221	5008238	SONY
MONITOR,COLOR	PVM-8221	5008237	SONY
COMPARATER,SPT FLD	107 025 02	10529A	HELLIGE
LOGIC,PULSER	W6400A	50343	B&K
OSCILLOSCOPE	2246MODA	B111894	TEKTRONIX
EVALUATOR,TAPE,BETA	VT-1210	12-0289-P	RTI
KEYBOARD	ZKB-2B	904WC1676TD1	ZENITH
POWER,DIRECTOR	8200	02037943B	INMAC
PRINTER,LASER	SERIES II	1	HEW/PAC
MOUSE,COMPUTER	C7-3F-HH	4BULT571231	LOGITECH
MONITOR,COMPUTER	ZCM-1460	841NB0223N0J	ZENITH
PRINTER,ALPS P2000	P2000G	89A6447734Y	ALPS
VIDEODISC,SYSTEM	610A	3	ODC
PLAYER,LASERVISION	LD-V6000A	3912979	PIONEER
REMOTE CONTROL	RU-V6000A	4	PIONEER
PORTABLE SPKR STATION	SPK-300	127794	RTS
DISC EVALUATER STATION	616	8	ODC
ENCODER,GENERATOR	612NTSC	143	ODC
SWITCHER,VIDEO	092627-04	1343	GVG
MONITOR,KEYBOARD	1	31100070	TELEVIDEO
WAVEFORM MONITOR	1730	B022972	TEKTRONIX
WAVEFORM MONITOR	1730	B022706	TEKTRONIX
CAMERA,CONTROL UNIT	CCU-360	10	SONY
BELT PACK 3 CHNL	BP-300	124084	RTS
MONITOR,COLOR	CVM-1750	201793	SONY
MONITOR,COLOR	CVM-1750	205192	SONY
MONITOR,COLOR	CVM-1250	13	SONY
MONITOR,COLOR	CVM-1250	14	SONY
TYPEWRITER,ELECTRIC	SELECTRIC	16	IBM
COPY,MACHINE	DC-1656	17	MITA
MICROPHONE	MBS-510	18	BOGEN
PA,SYSTEM	C20B	19	BOGEN
FACSIMILE,MACHINE	FO-420	88145196L	SHARP
SWITCHER,VIDEO	200-2	002901	GVG
MONITOR,AUDIO	DD-6749	000111	LOCAL
RACK MOUNT SPKR STATION	RMS-300	115988	RTS
SWITCHER KEYBOARD	0926-34-02	1744	GVG
MULTI-DESTINATION DISPLAY	none	20	GVG
DISK DRIVE	A-53D	AGFN104	ABEKAS
KEYBOARD,K	A054963	E03224051	DUBNER
KEYBOARD,GISMO	612	504938	CMX
KEYBOARD	A-42CP	131472	ABEKAS
LIGHT,CONTROL UNIT	F400	10050	KLIEGL
WAVEFORM MONITOR	1480C	B010325	TEKTRONIX
FILM,VIDEO PROCESSOR	87RU	615616C	TAMRON
BIT PAD	CHAMELEON	0424686	CHYRON
KEY BOARD	VP-2	04246886	CHYRON
PORTABLE SPKR STATION	SPK-300	127798	RTS
PORTABLE SPKR STATION	SPK-300	127796	RTS
KEYBOARD,CHARACTER	5K	0668129	DUBNER
KEYBOARD,CHARACTER	5K	NN	DUBNER
LENS	J13X9B4	804085E	CANNON
LENS	J13X9B4	804075E	CANNON
LENS	J13X9B4	804076E	CANNON
LENS	J13X9B4	804067E	CANNON
LENS	J20X8.5BIE	21416K	CANNON
LENS	J20X8.5BIE	21368K	CANNON
LENS	A7X7BRM28C	0031210019	FUJINON
LENS	35MM SLR	285674	NIKON
LENS	200MM ZOOM	770789	NIKON
LENS	50MM	2800658	NIKON
AUDIO,COMPACT DISC	A-725	93427	STUDER
REMOTE CONTROL	RM-420	13823	SONY
REMOTE CONTROL	B77	18849	REVOX

REMOTE CONTROL	B77	18776	REVOX
TIMER	1610	26	LEL
POWER SUPPLY,DC	WU-8083	8420018	RAMSA
TURNABLE	CB-77	211	GATES
EQUALIZER,PREAMP	RD-685AV	78-8921-268	SHARP
REWIND,CASSETTE	86830-00	11366	TELEX
MICROPHONE	RE-55	8528	ELECTRO,VO
LIGHT KIT H1	T0-96	KIT H1	LOWEL
LIGHT KIT 1	SOLO	KIT 1	LOWEL
LIGHT KIT 5	PRO LIGHT	KIT 5	LOWEL
LIGHT KIT 3	TRANS	KIT 3	LOWEL
LIGHT KIT 9	SOFT LIGHT	KIT 9	LOWEL
LIGHT KIT 4	T-4	KIT 4	LOWEL
MONITOR,COLOR	PVM-1271Q	2018098	SONY
ADAPTER,AC	AC-500	27790	SONY
ADAPTER,AC	AC-500	21916	SONY
ADAPTER,AC	AC-500	25136	SONY
ADAPTER,AC	AC-500	25134	SONY
ADAPTER,AC	AC-500	25138	SONY
ADAPTER,AC	AC-500	23969	SONY
CHROMA,STABILIZER	HT-500A	10282	SONY
COMPUTOR,MICRO	SMC-2000	40722	SONY
VIDEO DISC	SMC-2000	10317	SONY
KEYBOARD	none	36	SONY
ADAPTER,PLAYBACK BETA	VA-500	10681	SONY
ADAPTER,PLAYBACK BETA	VA-500	10746	SONY
VIEWFINDER	BVF-50	0010859	SONY
VIEWFINDER	BVF-50	0010844	SONY
REMOTE CONTROL	PM-P3	11243	SONY
REMOTE CONTROL	PM-P3	11240	SONY
ADAPTER,BETA COMPONENT	CVA-1	10028	AMPEX
ADAPTER,BETA COMPOSITE	CVA-5	10107	AMPEX
ADAPTER,BETA COMPOSITE	CVA-5	10094	AMPEX
ADAPTER,CAMERA CCD	CA-3A	21203	SONY
ADAPTER,CAMERA	CA-30	30889	SONY
ADAPTER,CAMERA	CA-30	31191	SONY
ADAPTER,CAMERA	CA-30	31190	SONY
ADAPTER,BATTERY	DC-300	24903	SONY
ADAPTER,BATTERY	DC-300	25661	SONY
TRIPOD	50D	5001	O'CONNOR
TRIPOD	50D	5002	O'CONNOR
TRIPOD	VIDEO 20	202161	SACHTLER
TRIPOD	VIDEO 20	202345	SACHTLER
INTERCOM,WIRELESS	none	39	R-COLUMBIA
BATTERY BELT		36478	CINE-60
BATTERY,TESTER	DATA TAP	42	A/BAUER
BATTERY,DISCHARGER	ADM	279	A/BAUER
BATTERY,DISCHARGER	ADM	473	A/BAUER
BATTERY,MIC MOUNT KIT	8146-2280	43	A/BAUER
BATTERY,MIC MOUNT KIT	8146-2280	44	A/BAUER
BATTERY,MIC MOUNT KIT	8146-2280	45	A/BAUER
BATTERY,MIC MOUNT KIT	8146-2280	46	A/BAUER
BATTERY,MIC MOUNT KIT	8146-2280	47	A/BAUER
BATTERY,CHARGER	LSFC	3650	A/BAUER
BATTERY,CHARGER	LSFC	3653	A/BAUER
BATTERY,CHARGER	BC-1WA	28212	SONY
BATTERY,CHARGER	BC-1WA	21625	SONY
BATTERY,CHARGER	BC-1WA	27959	SONY
BATTERY,CHARGER	BC-1WA	30562	SONY
BATTERY,CHARGER	BC-1WA	21535	SONY
BATTERY,CHARGER	BC-1WA	21536	SONY
BATTERY,CHARGER	LSQ-4	457	A/BAUER
BATTERY,CHARGER	LSQ-4	3688	A/BAUER
BATTERY,CHARGER	LSQ-4	3687	A/BAUER
BATTERY,CHARGER	BC-1WA	28211	SONY
BATTERY,CHARGER	BC-1WA	29679	SONY

BATTERY,CHARGER	MP-4	214	A/BAUER
BATTERY,CHARGER	MP-4	205	A/BAUER
ADAPTER,BATTERY	DC-520	10171	SONY
ADAPTER,BATTERY	DC-100	13425	AMPEX
ADAPTER,BATTERY	DC-100	13302	AMPEX
ADAPTER,BATTERY	DC-500	10508	SONY
ADAPTER,BATTERY	DC-500	10503	SONY
ADAPTER,BATTERY	DC-500	10671	SONY
ADAPTER,BATTERY	DC-500	10676	SONY
ADAPTER,BATTERY	DC-500	10509	SONY
ADAPTER,BATTERY	DC-300	25648	SONY
ADAPTER,BATTERY	DC-300	24815	SONY
BATTERY	PRO PAC 13	51625	A/BAUER
BATTERY	PRO PAC 13	51526	A/BAUER
BATTERY	PRO PAC 13	18612	A/BAUER
BATTERY	PRO PAC 13	18619	A/BAUER
BATTERY	PRO PAC 13	18621	A/BAUER
BATTERY	PRO PAC 13	18622	A/BAUER
BATTERY	PRO PAC 13	18623	A/BAUER
BATTERY	PRO PAC 13	18883	A/BAUER
BATTERY	PRO PAC 13	18884	A/BAUER
BATTERY	PRO PAC 13	51623	A/BAUER
BATTERY	PRO PAC 13	51624	A/BAUER
BATTERY	PRO PAC 13	51631	A/BAUER
BATTERY	PRO PAC 13	51627	A/BAUER
BATTERY	PRO PAC 13	51628	A/BAUER
BATTERY	PRO PAC 13	51629	A/BAUER
BATTERY	PRO PAC 13	51630	A/BAUER
BATTERY	PRO PAC 90	52886	A/BAUER
BATTERY	PRO PAC 90	52887	A/BAUER
BATTERY	PRO PAC 90	52888	A/BAUER
BATTERY	PRO PAC 90	52889	A/BAUER
BATTERY	PRO PAC 90	52890	A/BAUER
BATTERY	PRO PAC 90	52891	A/BAUER
BATTERY	PRO PAC 90	52892	A/BAUER
BATTERY	PRO PAC 90	52893	A/BAUER
BATTERY	PRO PAC 90	52894	A/BAUER
BATTERY	PRO PAC 90	52895	A/BAUER
BATTERY	NP-1	B2	SONY
BATTERY	NP-1	B3	SONY
BATTERY	NP-1	B4	SONY
BATTERY	NP-1	B5	SONY
BATTERY	NP-1	B6	SONY
BATTERY	NP-1	B7	SONY
BATTERY	NP-1	B8	SONY
BATTERY	NP-1	B9	SONY
BATTERY	NP-1	B10	SONY
BATTERY	NP-1	B12	SONY
BATTERY	NP-1	B13	SONY
BATTERY	NP-1 (B14	SONY
BATTERY	NP-1	B15	SONY
BATTERY	NP-77H	B16	SONY
BATTERY	NP-1	B17	SONY
BATTERY	NP-1	B18	SONY
BATTERY	NP-1	B19	SONY
BATTERY	NP-1	B1	SONY
BATTERY	NP-77H	7EA	SONY
BATTERY	NP-1	B11	SONY
BATTERY,BELT	PPSAD BELT	102	A/BAUER
BATTERY,BELT	CINE-60	103	CINE
BATTERY,BELT	CINE-60	104	CINE
BATTERY,BELT	CINE 60	105	CINE
MICROPHONE	ECM-66B	106	SONY
MICROPHONE	ECM-66B	107	SONY
MICROPHONE	ECM-66B	108	SONY
MICROPHONE	ECM-66B	109	SONY

MICROPHONE	ECM-66B	110	SONY
SWITCHER,VIDEO	200-2	095106	GVG
MONITOR,B/W	PVM-91	0019945	SONY
MONITOR,B/W	PVM-91	0018785	SONY
RACK MOUNT SPKR STATION	RMS-300	115987	RTS
MONITOR,B/W	38-V19NOI-A1	719250001	ELECTROHOM
KEYBOARD	CMX-3600	OO	CMX
REMOTE,GISMO	904613-01	501807	CMX
METER,UV	70035-07	111	GRAHAM/PAT
MIXER,AUDIO	612	112	GRAHAM/PAT
EQUALIZER	712	113	GRAHAM/PAT
CONSOLE MOUNT	CM-300	127725	RTS
KEYBOARD	A-42CP	9721	ABEKAS
KEYBOARD	20K	A054956	DUBNER
PORTABLE SPKR STATION	SPK-300	126605	RTS
LIGHT,SWITCHER	F400	114	KLIEGL
TIMER	1610	116	LBL
REMOTE CONTROL	B77	18761	REVOX
MONITOR,AUDIO	DD-6749	119	LOCAL
POWER,SUPPLY DC	none	841061	RAMSA
PLAYER,VIDEO DISK	LDP-2000	40960	SONY
REMOTE CONTROL	RM-2001	11448	SONY
VCR,3/4 IN	VO-56OO	CA304877	SONY
PRINTER,LASER	SERIES II	120	HEW/PAC
PRINTER	LR51205	5900	ZENITH
TYPEWRITER,ELECTRIC	SELECTRIC	4921914	IBM
KEYBOARD	ZKB-2R	904WC1665TN1	ZENITH
DA,AUDIO TRAY	PFM-600	600105	LENCO
DA,AUDIO PS	PPS-602	602113B	LENCO
DA,AUDIO	PAA-650	650344B	LENCO
DA,AUDIO	PAA-650	650346B	LENCO
DA,AUDIO	PAA-650	650347B	LENCO
DA,AUDIO	PAA-650	650345B	LENCO
DA,AUDIO	PAA-650	650348B	LENCO
DA,AUDIO	PAA-650	650597B	LENCO
DA,AUDIO	PAA-650	650420B	LENCO
DA,AUDIO	PAA-650	650596B	LENCO
DA,AUDIO	PAA-650	650583B	LENCO
PRINTER	GE5250U	712A0037829	OKIDATA
DRIVE,DISK	437-10U	01786	QUALOGY
DRIVE,DISK	437-2	01628	QUALOGY
CONSOLE MOUNT	CM-300	127726	RTS
DIGITAL EFFECTS COMBINER	A-53D	821071	ABEKAS
DIGITAL SPECIAL EFFECTS	A-53D	10135	ABEKAS
GENERATOR,SYNC	9550	002966	GVG
GENERATOR,SYNC	9520A	040835	GVG
GENERATOR,CHANGEVER	9550	138	GVG
DA,SYSTEM	8500	139	GVG
DA,SYSTEM	8500	140	GVG
ROUTER,VIDEO	48X48	0313	GVG
ROUTER,AUDIO	32X32	0192	GVG
ROUTER,AUDIO	32X32	0447	GVG
INTERFACE,GENERAL PURPOSE	none	147	GVG
DISPLAY,VIDEO STATUS	none	148	GVG
EDIT CODE,E 2	ECM-4010	149	EVERTZ
DA,SYSTEM	8500	150	GVG
ROUTER,AUDIO	32X32	197	GVG
PRINTER	LQ850	0020021929	EPSON
GENERATOR,SYNC	9520	154	GVG
GENERATOR,SYNC	9520	155	GVG
GENERATOR,CHANGEVER	9550	156	GVG
MONITOR,SWITCHER	PMS-10	000004V	RCA
PRINTER	MICROLINE182	805B0469408	OKIDATA
CONTROL,PANEL DESTINATION	HX-SCP	1331	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1337	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1338	GVG

SWITCHER,AFV	260A	161	SHINTRON
MONITOR,SWITCHER	PMS-10	000005V	RCA
REMOTE CONTROL PANEL	RCP-3631	11401	SONY
REMOTE CONTROL PANEL	RCP-3631	11508	SONY
DA,VIDEO DELAY	8504	014415	GVG
DA,VIDEO DELAY	8504	014360	GVG
DA,PULSE DELAY	GVG912 ??	195	GVG
DA,PULSE DELAY	GVG912 ??	196	GVG
DA,PULSE DELAY	GVG912 ??	198	GVG
DA,PULSE DELAY	GVG912 ??	199	GVG
DA,PULSE DELAY	GVG912 ??	200	GVG
DA,PULSE DELAY	GVG912 ??	201	GVG
DA,PULSE DELAY	GVG912 ??	202	GVG
DA,PULSE	TA-34	203	RCA
DA,PULSE	TA-34	204	RCA
DA,PULSE	TA-34	206	RCA
DA,PULSE	TA-34	207	RCA
DA,PULSE	TA-34	208	RCA
DA,PULSE	TA-34	209	RCA
DA,PULSE	TA-34	210	RCA
DA,PULSE	TA-34	212	RCA
VECTORSCOPE	1420	B065353	TEKTRONIX
WAVEFORM MONITOR	528A	B026865	TEKTRONIX
MONITOR,COLOR	650HR	B055482	TEKTRONIX
VECTORSCOPE	1720	B010190	TEKTRONIX
WAVEFORM MONITOR	1730	B010104	TEKTRONIX
MONITOR,COLOR	650HR	B056050	TEKTRONIX
VECTORSCOPE	1420	B012264	TEKTRONIX
WAVEFORM MONITOR	1730	B023122	TEKTRONIX
MONITOR,COLOR	650HR	B055237	TEKTRONIX
MONITOR,COLOR	650HR	B056628	TEKTRONIX
VECTORSCOPE	1420	B064734	TEKTRONIX
WAVEFORM MONITOR	528A	B026210	TEKTRONIX
VCR,VHS	AG-2000	06HF01276	PANASONIC
VCR,VHS	AG-6810	A9TA00086	PANASONIC
VECTORSCOPE	520A	B0540800	TEKTRONIX
RACK MOUNT SPKR STATION	RMS-300	115989	RTS
CONTROL,PANEL X-Y	09263-02	0197	GVG
VCR,BETACAM	BVW-75	12949	SONY
BELT PACK 3 CHNL	BP-300	124818	RTS
DA,AUDIO	DD-6554A	218	LOCAL
DA,AUDIO	DD-6554A	219	LOCAL
DA,AUDIO	DD-6554A	220	LOCAL
DA,AUDIO	DD-6554A	221	LOCAL
CONTROLLER	BLACK BOX	222	BLACK BOX
I SQ CHASSIS	CHASSIS	501178	CMX
I SQ CHASSIS	CHASSIS	502282	CMX
CONTROL,PANEL DESTINATION	HX-SCP	1347	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1339	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1345	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1341	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1344	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1342	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1350	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1349	GVG
CONTROL,PANEL DESTINATION	HX-SCP	223	GVG
CONTROL,PANEL DESTINATION	HX-SCP	3297	GVG
TYPEWRITER,ELECTRIC	EM-85	L51724549	BROTHER
DA,AUDIO	8560	226	GVG
MATRIX INTERCOM	848A	161726	RTS
MATRIX INTERCOM	848A	157338	RTS
MATRIX INTERCOM	848A	161728	RTS
CONSOLE MOUNT	CM-300	127724	RTS
EDITOR,ACE	ACE MICRO	4150119	AMPEX
KEYBOARD	ACE	3751063	AMPEX
JOYSTICK	ACE	3951133	AMPEX

SWITCHER,VIDEO	VS-6LA	127055 H6	DYNAIR
TELEPROMPTER	VPS 100-4	682717	Q-TV
LIGHT PROBE BI	none	231	BARCO
LIGHT PROBE BI	none	232	BARCO
MONITOR,KIT ACCESORY 1310	none	233	SONY
MONITOR,KIT ACCESORY 1310	none	234	SONY
MONITOR,KIT ACCESORY 1310	none	235	SONY
MONITOR,KIT ACCESORY 1310	none	236	SONY
MONITOR,KIT ACCESORY 1310	none	237	SONY
MONITOR,KIT ACCESORY 1310	none	238	SONY
MONITOR,KIT ACCESORY 1310	none	239	SONY
MICROPHONE,SYSTEM	32-1228	100001	REALISTIC
MONITOR,B/W	SNA-17	475888	CONRAC
FANS	FAN-PAK	240	CALABRO
FANS	FAN-PAK	241	CALABRO
FANS	FAN-PAK	242	CALABRO
DA,AUDIO	DD-6554	243	LOCAL
DA,AUDIO	DD-6554	244	LOCAL
DA,AUDIO	DD-6554	245	LOCAL
DA,AUDIO	DD-6554	246	LOCAL
DA,AUDIO	DD-6554	247	LOCAL
WEDGE EXTENDER,PAN & TILT	3069-3	248	VINTEN
10 W MON AMP	410	126449	RTS
10 W MON AMP	410	126450	RTS
PORTABLE SPKR STATION	SPK-300	127795	RTS
WAVEFORM MONITOR	1730	B022970	TEKTRONIX
CONTROL,PANEL	0179	092634-02	GVG
CONTROL,PANEL,GVG-100N	087611-50	93624	GVG
KEYBOARD/JOYPAD	97020-00	897(2)	GVG
COMPUTER,KEYBOARD	ZLB-2R	934WB0312TS2	ZENITH
POWER,DIRECTOR	2800	020379	INMAC
MOUSE,COMPUTER	C7-3F-HH	4BULT571897	LOGITECH
COMPUTER,PLOTTER	DMP-29HH	F139420-10378	H/INSTRUM
SCALE	P250	321407767	PELOUZE
CHARACTER,DISPLAY	CPD-1302A/D	5513827	SONY
COMPUTER,MODEM	ZM-2401	2191112A	ZENITH
COMPUTER,POWER SUPPLY	150-308	8809	ZENITH
BATTERY,COMPUTER	ZA-180-54	9131864301	ZENITH
DISK,EXTERNAL FLOPPY	ZA-180-54	J	ZENITH
REMOTE CONTROL,VO5600	RM-420	13821	SONY
VCR,VHS	AG-1230	A9KN01964	PANASONIC
COMPUTER,PRINTER	P2000+	7A62329333	IBM
REMOTE CONTROL,VHS	VEQ-986	261	PANASONIC
COMPUTER,HARD DRIVE	ZFX-0248-50	940AF0181672	ZENITH
COMPUTER,KEYBOARD	ZKB-2R	932WF0109T52	ZENITH
COMPUTER,KEYBOARD	ZKB-2R	939WF0109T52	ZENITH
MONITOR,COMPUTER	ZCM-1490-2	939NR2275NON	ZENITH
PORTABLE SPKR STATION	SPK-300	127797	RTS
WAVEFORM MONITOR	1730	B022705	TEKTRONIX
SWITCHER,VIDEO	PVS-6	270	GVG
GENERATOR,SYNC	SPG-170A	B0100306	TEKTRONIX
KEY-MEN	none	84510	GVG
EXPANDER	A-42EX	042236	ABEKAS
VIDEO SLIDE PROJECTOR	A-42	451546	ABEKAS
MIXER,MICROPHONE	M67	12347	SHURE
LIGHT KIT	102-011	273	COLORTAN
LIGHT KIT	102-011	274	COLORTAN
WAVEFORM MONITOR	1480R	13064485	TEKTRONIX
MONITOR,COLOR	HR-130	1860447	VIDEOTEK
KEYBOARD,CHARACTER	ED3214051	0806417	DUBNER
KEYBOARD,CHARACTER	ED3214051	K	DUBNER
SYSTEM,PA	MPA-90	123955	REALISTIC
SPEAKER	23834	8836	REALISTIC
SPEAKER	23834	8909	REALISTIC
VIEWFINDER,CAMERA	BVF-70A	0010082	SONY
VIEWFINDER,CAMERA	BVF-70A	0010088	SONY

BATTERY	PRO PAC 13	51622	A/BAUER
BATTERY	PRO PAC 90	52898	A/BAUER
BATTERY	PRO PAC 90	52899	A/BAUER
BATTERY	PRO PAC 90	61995	A/BAUER
BATTERY	PRO PAC 90	52885	A/BAUER
I SQ	VPR-3	105691	CMX
I SQ	VPR-3	105708	CMX
I SQ	VPR-3	105685	CMX
I SQ	VPR-3	105680	CMX
I SQ	BVW-75	105275	CMX
I SQ	BVW-75	105766	CMX
I SQ	BVW-75	105696	CMX
I SQ	BVW-75	104835	CMX
I SQ	BVW-75	105711	CMX
I SQ	VPR-300	308852	CMX
I SQ	DVR-10	103339	CMX
I SQ	GV-200-A	105260	CMX
I SQ	SW I SQ	104871	CMX
I SQ	GPI I SQ	105370	CMX
I SQ	GV-200-A	106289	CMX
I SQ	SWITCHER	104930	CMX
I SQ	GPI	65129	CMX
MATRIX INTERCOM	848A	162490	RTS
PROBE,AUTO SET UP	BKM-2053-01	2000067	SONY
PROBE,AUTO SET UP	BKM-2053-01	2010015	SONY
WAVEFORM MONITOR	1730D2	B010257	TEKTRONIX
WAVEFORM MONITOR	1730D2	B010258	TEKTRONIX
VECTORSCOPE	1720	B028794	TEKTRONIX
VECTORSCOPE	1720	B028797	TEKTRONIX
RACK ADAPTER	1700F05	B033013	TEKTRONIX
RACK ADAPTER	1700F05	B033015	TEKTRONIX
SPEAKER	APM-X5A	934069	SONY
SPEAKER	APM-X5A	934070	SONY
SPEAKER	APM-X5A	934072	SONY
SPEAKER	APM-X5A	934071	SONY
ANALYZER,SPECTRUM	8590B	3009A00870	HEW/PAC
GRAPHICS FACTORY	GF-55	BI-114	DUBNER
KEYBOARD	GRAPHICS FAC	0071	DUBNER
KEYBOARD,STILL STORE	GF KEYBOARD	0072	DUBNER
KEYBOURD,GF	GF-55	GF397	DUBNER
KEYBOURD	E03224051	0389554	DUBNER
KEYBOARD,GF	E03224051	0389561	DUBNER
DIGITIZER	SE-421L	0E0JA0025	WACOM
TRAY	CV-20	00643815	GVG
BOARD,NTSC ENCODER	CV-25N	196984	GVG
BOARD,NTSC ENCODER	CV-25N	170087	GVG
BOARD,SYNC PULSE GENERATO	CV95N	206542	GVG
PLAYER,LASERVISION	LD-V6000A	3912997	PIONEER
VIDEODISC,SYSTEM	610A	141	ODC
MONITOR,COLOR	650	B132657	TEKTRONIX
MONITOR,COLOR	650	050071102	TEKTRONIX
DA,VIDEO DELAY	8504	054280	GVG
CAMERA,35MM	F3	1789964	NIKON
MULTIMETER	260-7M	50363	SIMPSON
MULTIMETER	260-7M	50361	SIMPSON
MULTIMETER	260-7M	50362	SIMPSON
HIGH VOLTAGE PROBE	4242-A	58876	PROBE
CORRECTOR,COMPONENT	BVR-58	10289	SONY
BATTERY	PRO PAC 13	15845C06S	A/BAUER
BATTERY	PRO PAC 13	15846C06S	A/BAUER
BATTERY	PRO PAC 13	15847C06S	A/BAUER
BATTERY	PRO PAC 13	15848C06S	A/BAUER
BATTERY	PRO PAC 13	15849C06S	A/BAUER
BATTERY	PRO PAC 13	15850C06S	A/BAUER
BATTERY	PRO PAC 13	15851C06S	A/BAUER
BATTERY	PRO PAC 13	15852C06S	A/BAUER

BATTERY	PRO PAC 13	15853C06S	A/BAUER
BATTERY	PRO PAC 13	15854C06S	A/BAUER
BATTERY	PRO PAC 13	839A10S	A/BAUER
BATTERY	PRO PAC 13	849A10S	A/BAUER
BATTERY	PRO PAC 13	869A10S	A/BAUER
BATTERY	PRO PAC 13	873A10S	A/BAUER
BATTERY	PRO PAC 13	894A10S	A/BAUER
BATTERY	PRO PAC 13	900A10S	A/BAUER
BATTERY	PRO PAC 13	945A10S	A/BAUER
BATTERY	PRO PAC 13	31625	A/BAUER
BATTERY	PRO PAC 13	867A105S	A/BAUER
BATTERY	PRO PAC 13	868A105	A/BAUER
BATTERY,CHARGER	LSQ-4	4863	A/BAUER
ADM	DATA TAP	291	A/BAUER
SET UP PROBE	C9824850	22564	BARCO
SET UP PROBE	C9824850	22565	BARCO
SET UP PROBE	0655MPTE	20000067	SONY
SET UP PROBE	0655MPTE	20010015	SONY
AUTO TRANSFORMER	W5MT3A	50340	VARIAC
REMOTE CONTROL	BVR-75A	10008	SONY
CONTROL,PANEL DESTINATION	HX-SCP	0173	GVG
CORRECTOR,COLOR	BVX-10	10236	SONY
VECTORSCOPE	1720	B012640	TEKTRONIX
CONTROL,PANEL DESTINATION	HX-SCP	1336	GVG
CONTROL,PANEL DESTINATION	HX-SCP	1340	GVG
CONTROL,PANEL DESTINATION	HX-SCP	0001	GVG
MONITOR,COMPUTER	ZCM1490	939NP2430N0M	ZENITH
BELT PACK 3 CHNL	BP-300	124819	RTS
BELT PACK 3 CHNL	BP-300	124820	RTS
1 x 5 SPLITTER	TW5W	126921	RTS
PORTABLE SPKR STATION	SPK-300	123814	RTS
DA,AUDIO	8561	023989	GVG
DA,AUDIO	8561	023982	GVG
DA,AUDIO	8561	025106	GVG
DA,AUDIO	8561	023990	GVG
HEADSET		126550	RTS
HEADSET		122157	RTS
HEADSET		126551	RTS
HEADSET		122154	RTS
HEADSET		126549	RTS
HEADSET		126553	RTS
HEADSET		122448	RTS
MICROPHONE	ECM-55BPT	22	SONY
PLAYER,VIDEO DISK	LDP-2000	10562	SONY
LENS	APO-VARON	14285518	SCHNEIDER
STUDIO CONVERSION KIT	MS-22	1512037	CANNON
STUDIO CONVERSION KIT	MS-22	1512010	CANNON
CHROMA,STABILIZER	HT-500A	10720	SONY
VCR,BETACAM	CVR-5	10261	AMPEX
BATTERY,CHARGER	BC-1WA	27059	SONY
BATTERY,CHARGER	BC-1WA	21679	SONY
VCR,BETACAM	CVR-5	10576	AMPEX
CAMERA,BETACAM	CVC-3A	10059	AMPEX
EDITOR	CMX-3600	302064	CMX
RECORDER,AUDIO	PR99-MKII	2	REVOX
ADAPTER,BATTERY	DC-500	10675	SONY
VIEWFINDER,BETA,CCD	A-7403-115-A	00071	AMPEX
VIEWFINDER,BETA,CCD	A-7403-115-A	00124	AMPEX
DIGITAL SPECIAL EFFECTS	A-53D	AGCN090	ABEKAS
LIGHT KIT 11	SUN GUN	36479	CINE-60
MICROPHONE	ECM-50	20705	SONY
VCR,VHS	AG-1230	01964	PANASONIC
MONITOR,B/W	1431202-100	4051896	AMPEX
KEYBOARD	A-53D	AGKN426	ABEKAS
VCR,BETACAM	CVR-5	10335	AMPEX
MICROPHONE	ECM-50PS	24907	LAVALIER

TRANSMITTER	SAMSON-ST-2	700588	SAMSON
COMPUTER,LAPTOP	ZWL184	9321711702	ZENITH
BATTERY,CASE	ZA-108-54	9381496001	ZENITH
POWER,SUPPLY	AC-21	10665	SONY
COMPUTER,POWER SUPPLY	150-308	8810	ZENITH
VCR,BETACAM	CVR-5	10311	AMPEX
LIGHT KIT 7	TRANS	KIT 7	LOWEL
MICROPHONE	ECM-66S	SER#7	SONY
METER,LIGHT	L-398	254094	SEKONIC
MICROPHONE	RE-55	8543	ELECTRO,VO
POWER,ADAPTER AC	AC-V30	007599	SONY
POWER,ADAPTER AC	AC-V30	845683	SONY
COMPUTER,LAPTOP	ZWL184	9321711402	ZENITH
WAVEFORM MONITOR	1480C	B094695	TEKTRONIX
VCR,BETACAM	CVR-5	10549	AMPEX
VACUUM,BLOWER	CLVU	27956	CADILLAC
TRIPOD	VIDEO 20	1E	SACHTLER
LIGHT KIT 2	SOLO	KIT 2	LOWEL
MONITOR,B/W	SNA-9	372250	CONRAC
DUPLICATOR,AUDIO	345	6101331	RECORDEX
PAPER SHREDDER	110	1160657	FELLOWES
TUNER,TV STEREO	ST-72TV	806676	SONY
POWER SUPPLY	8200	020379438	INMAC
MONITOR,B/W	38-V19NOB-AP	177290026	ELECTROHOM
MONITOR,B/W	38-V19NOB-AP	177290006	ELECTROHOM
BELT PACK 2 CHNL	BP-300	87957	RTS
POWER,BELT	CINE 60	31424	CINE
MONITOR,TELEPROMPTER	VPS-15/SL	4109019984	Q-TV
MICRO JIB,CAMERA DOLLY	MICRO JIB	1365	CINEKINETI
KEYBOARD	A-53D	59426	ABEKAS
DA,PULSE PS/TRAY	GVG900(3)	10203	GVG
DA,AUDIO	ADA 600 04	062A	HEDCO
ADA PS	6400	041A	HEDCO
DA,VIDEO	VDA 600 04	065V	HEDCO
DA,VIDEO	VDA 600 04	038	HEDCO
VDA PS	6000	861007	HEDCO
VDA PS	6000	029PS	HEDCO
DA,VIDEO	VDA 600 04	019	HEDCO
DA,VIDEO	VDA 600 04	056	HEDCO
DA,VIDEO	VDA 600 04	039	HEDCO
DA,VIDEO	VDA 600 04	012	HEDCO
DA,VIDEO	VDA 6000	063V	HEDCO
DA,VIDEO	VDA 6000	037	HEDCO
DA,VIDEO	VDA 6000	028	HEDCO
DA,VIDEO	VDA 6000	027	HEDCO
DA,VIDEO	VDA 6000	024V	HEDCO
DA,VIDEO	VDA 6000	067V	HEDCO
DA,VIDEO	VDA 6000	066	HEDCO
DA,VIDEO	VDA 6000	061	HEDCO
DA,VIDEO	VDA 6000	064V1	HEDCO
DA,VIDEO DELAY	8504	014357	GVG
DA,VIDEO DELAY	8504	070133	GVG
DA,VIDEO DELAY	8504	070677	GVG
DA,VIDEO DELAY	8504	070794	GVG
DA,VIDEO DELAY	8504	070799	GVG
DA,VIDEO DELAY	8504	014416	GVG
DA,VIDEO DELAY	8504	014419	GVG
DA,VIDEO DELAY	8504	014421	GVG
DA,VIDEO DELAY	8504	014317	GVG
DA,VIDEO DELAY	8504	014359	GVG
DA,VIDEO DELAY	8504	014417	GVG
DA,VIDEO DELAY	8504	014320	GVG
DA,VIDEO DELAY	8504	014362	GVG
DA,VIDEO DELAY	8504	030583	GVG
DA,CHASSIS	8504	070164	GVG
DA,POWER SUPPLY	8500PS	081562	GVG

DA,POWER SUPPLY	8500PS	081770	GVG
TIMING MODULE	STM-85N	134001	GVG
TIMING MODULE	STM-85N	134003	GVG
TIMING MODULE	STM-85N	134030	GVG
TIMING MODULE	STM-85N	134031	GVG
TIMING MODULE,PWR SUPPLY	STM-85N	118572	GVG
TIMING MODULE,CHASSIS	STM-85N	110389	GVG
EXPANDER	A-42EX	042241	ABEKAS
KEYBOARD	A-52CP	59473	ABEKAS
VAN,STEP	METRO	84B3222	CHEVROLET
LENS	X1.6	547270	FUJINON
LENS	WCV-90	647523	FUJINON
LENS	HM 1.7/9-126	14285517	SCHNIDER
PROJECTOR,VIDEO	VPH-1030Q1	5011197	SONY
MICROPHONE	ECM-50PS	21004	SONY
VECTORSCOPE	1420	B054192	TEKTRONIX
AMP,POWER	PM-200	0534	CARVER
VECTORSCOPE	1420	B058234	TEKTRONIX
MONITOR,COLOR	CVM-1250	015566	SONY
MONITOR,COLOR	PVM-1910	2026257	SONY
MONITOR,RECEIVER	JA970W	720651239	RCA/XL-100
VCR,VHS	AG-1250P	H0SA40308	PANASONIC
HUMIDIGRAPH	612X21	F74154022	HONEYWELL
MICROPHONE TRANSMITTER	TX 822	700	HME
MONITOR,COLOR	PVM-1271Q	2035254	SONY
CAMCORDER,HI 8	EVO-9100	203884	SONY
I SQ	BVW-75	104895	CMX
I SQ CHASSIS	CHASSIS	501693	CMX
MONITOR,COLOR	PVM-1341	2001359	SONY
MONITOR,COLOR	PVM-1341	2003639	SONY
MONITOR,COMPUTER	JC-1402HMA	84C6786Z	NEC
VCR,VHS	AG-1260P	I1SA34123	PANASONIC
MONITOR,8mm	EVM-8010R	2005950	SONY
CAMCORDER,8mm	EVC-X10	202074	SONY
MONITOR,COLOR	PVM-1271Q	2031289	SONY
MONITOR,COLOR	PVM-1271Q	2031290	SONY
MONITOR,COLOR	PVM-1271Q	2038063	SONY
MONITOR,COLOR	PVM-1271Q	2031308	SONY
CONTROL,PANEL,AMX-170S	087131-00	897(1)	GVG
VCR,HI 8	EVO-9700	100284	SONY
POLISHER,FLOOR	GP-15A	265766	HILD
CONTROL PANEL	100N	84909	GVG
CONTROL PANEL	A-42CP	AAKN00	ABEKAS
TELEPHONE INTERFACE	HX-TTI	0172	GVG
TIME CODE GENERATOR	BVG-1600	12701	SONY
TIME CODE READER	BVG-1500	13520	Sony
KEY-MEM	100-51	62609	GVG
HEAD,FLUID	50-D	504892131	O'CONNOR
DA,VIDEO	VDA 6000	025	HEDCO
DA,VIDEO	VDA 600 04	035	HEDCO
DA,VIDEO	VDA 600 04	015	HEDCO
DA,VIDEO	VDA 6400	059	HEDCO
DA,VIDEO	VDA 600 04	014	HEDCO
VDA PS	6000	057PS	HEDCO
DA,VIDEO	VDA 6000	051	HEDCO
DA,VIDEO	VDA 6000	055	HEDCO
DA,VIDEO	VDA 6000	026	HEDCO
DA,VIDEO	VDA 6000	023	HEDCO
DA,VIDEO	VDA 600 04	016	HEDCO
SCREEN, PROJECTOR	DELUXE B	PN 11-8125-190	DA-LITE CO
VIDEO SLIDE PROJECTOR	A-42	AACN100	ABEKAS
EXPANDER	A-42EX	AAEN090	ABEKAS
ADA PS	6400	042	HEDCO
VDA PS	6000	049	HEDCO
DA,AUDIO	ADA 600 04	033	HEDCO
DA,AUDIO	ADA 600 04	064A	HEDCO

DA,AUDIO	ADA 600 04	073	HEDCO
DA,AUDIO	ADA 600 04	075	HEDCO
DA,AUDIO	VDA 6400	060	HEDCO
DA,VIDEO	VDA 600 04	029V	HEDCO
DA,VIDEO	VDA 600 04	064V2	HEDCO
DA,VIDEO	VDA 600 04	057V	HEDCO
DA,AUDIO	ADA 6400	065A	HEDCO
DA,AUDIO	ADA 6400	067A	HEDCO
DA,AUDIO	ADA 6400	072	HEDCO
VDA PS	6000	076	HEDCO
DA,VIDEO	VDA 600 04	021	HEDCO
DA,VIDEO	VDA 600 04	017	HEDCO
DA,VIDEO	VDA 600 04	052	HEDCO
DA,VIDEO	VDA 6000	030	HEDCO
DA,VIDEO	VDA 6000	020	HEDCO
DA,VIDEO	VDA 6000	022	HEDCO
DA,VIDEO	VDA 6000	041V	HEDCO
DA,VIDEO	VDA 6000	040	HEDCO
DA,VIDEO	VDA 6000	053	HEDCO
DA,VIDEO	VDA 6400	062V	HEDCO
IVD,PRODUCTION SYSTEM	GVG-100	IVD	GVG
VCR,BETACAM	PVW-2800	11091	SONY
VCR,HI 8	EVV-9000	11904	SONY
CAMERA,CCD	DXC-537L	11370	SONY
CAMERA,CCD	DXC-537	10873	SONY
LENS,CAMERA	J15X9	22239	CANON
LENS,CAMERA	J15X9	51590	CANON
MICROPHONE	ECM-55B	224027	SONY
MICROPHONE	ECM-55B	224028	SONY
MICROPHONE	ECM-55B	224029	SONY
MICROPHONE	ECM-55B	224030	SONY
WAVEFORM/VECTOR MONITOR	TVM-621	05920046	VIDEOTEK
ADAPTER,CAMERA	CA-511	10300	SONY
ADAPTER,CAMERA	CA-511	10332	SONY
ADAPTER,CAMERA	CMA-8A	12317	SONY
ADAPTER,CAMERA	CMA-8A	12318	SONY
CHARGER,BATTERY	BC-1WA	14030	SONY
CHARGER,BATTERY	BC-1WA	14733	SONY
BATTERY	NP-1B	H01	SONY
BATTERY	NP-1B	H02	SONY
BATTERY	NP-1B	H03	SONY
BATTERY	NP-1B	H04	SONY
BATTERY	NP-1B	H05	SONY
BATTERY	NP-1B	H06	SONY
MONITOR,COLOR	PVM-2030	2033483	SONY
MONITOR,COLOR	PVM-2030	2033480	SONY
MONITOR,COLOR	PVM-2030	2033482	SONY
MONITOR,COLOR	PVM-2030	2033479	SONY
SPEAKER,MONITOR	APM-X5A	945314	SONY
SPEAKER,MONITOR	APM-X5A	945313	SONY
VIEWFINDER	DXF-50	0018769	SONY
VIEWFINDER	DXF-50	0018770	SONY
FLUID HEAD/TRIPOD/DOLLY	515/35A/53A	229045	O'CONNOR
FLUID HEAD/TRIPOD/DOLLY	515/35A/53A	229051	O'CONNOR
INTERFACE,MIXER	VSA24II	119100752	SOUNDCRAFT
ADAPTER,CAMERA	CA-537	11192	SONY
ADAPTER,CAMERA	CA-537	11191	SONY
GENERATOR,SYNC/PLUSE/CBAR	SCB-100N	405226	GVG
EDITOR, KEYBOARD	VPE-131	46481	GVG
VCR,HI 8	EVV-9000	12533	SONY
MONITOR,COMPUTER	ZCM-1490	841NB0233N0	ZENITH
TURNTABLE	CD-1201	78-9185-188	HARRIS
EDITOR CONTROL PANEL	ACE MICRO	3550028	AMPEX
HEAD,FLUID	D-50	5098193	O'CONNER
	38-V19NOI-A1	71925001	ELECTROHOM
VCR,VHS	AG-W1-P	L1ME00711	PANASONIC

VCR,VHS	AG-W1-P	L1ME00696	PANASONIC
VCR,VHS	AG-W1-P	L1ME00688	PANASONIC
VCR,VHS	AG-W1-P	L1ME00687	PANASONIC
CAMERA,CCD	DXC-537L	10051	SONY
VCR,HI 8	EVO-9700	102051	SONY
VCR,HI 8	EVV-9000	11762	SONY
LENS	A16X9.5BRM	2850001346	FUJINON
SPEAKER, POWER	AN-1000X	F920826	ANCHOR INC
RECORDER,AUDIO,CASSETTE	122 MARK II	510307	TASCAM
TRAY	CV-20T	133627	GVG
POWER SUPPLY	3200A	132715	GVG
CONSOLE MOUNT	CM-500	127723	RTS
1 x 5 SPLITTER	TW5W	126922	RTS
1 x 5 SPLITTER	TW5W	126923	RTS
1 x 5 SPLITTER	TW5W	162743	RTS
HEADSET		122148	RTS
HEADSET		126552	RTS
VCR,HI 8	EVO-9800	11551	SONY
SPEAKER	DD-6748	6748-1	LOCAL MANF
SPEAKER	DD-6748	6748-2	LOCAL MANF
DA,VIDEO,PWR SUPPLY(2)	TA-33C	02358	RCA
DA,VIDEO,PWR SUPPLY(1)	TA-33C	02346	RCA
DA,VIDEO(2)	TA-33C	06087	RCA
DA,VIDEO(1)	TA-33C	06076	RCA
DA,VIDEO(2)	TA-33C	06009	RCA
DA,VIDEO(1)	TA-33C	06095	RCA
DA,VIDEO(2)	TA-33C	06101	RCA
DA,VIDEO(1)	TA-33C	06081	RCA
DA,VIDEO(1)	TA-33C	06111	RCA
DA,VIDEO(2)	TA-33C	06023	RCA
VCR,8 MM	EVO-520	12789	SONY
VCR,VHS	AG-1270P	D2SA12087	PANASONIC
VCR,VHS	AG-1270P	D2SA12181	PANASONIC
MIXER,AUDIO	BVE100	029200229	SOUNDCRAFT
MONITOR,GREEN	38-V19221-60	742980009	ELECTROHOM
MICROPHONE	635A	92231	ELECTROVOI
MICROPHONE	635A	92232	ELECTROVOI
MICROPHONE	635A	92233	ELECTROVOI
MICROPHONE	635A	92234	ELECTROVOI
MONITOR,COLOR	PVM-2530	2006353	SONY
MONITOR,COLOR	PVM-2530	2006314	SONY
MONITOR,COLOR	PVM-2530	2006572	SONY
MONITOR,COLOR	PVM-2530	2006569	SONY
MONITOR,COLOR	PVM-2530	2006378	SONY
MONITOR,COLOR	PVM-2530	2006311	SONY
COMPUTER, KEYBOARD	VPS-500	A1961143975	ATARI
MONITOR,TELEPROMPTER	VPS-M-14	175721	Q-TV
MONITOR,TELEPROMPTER	VPS-M-14	175722	Q-TV
CONVERTER,AC-AC	CR-3000	41-001	UNKNOWN
CONVERTER,AC-AC	CR-3000	41-002	UNKNOWN
CONVERTER,AC-AC	CR-3000	41-003	UNKNOWN
CONVERTER,AC-AC	CR-3000	41-004	UNKNOWN
CONVERTER,AC-AC	CR-3000	41-005	UNKNOWN
VCR,HI 8	EVO-9850	10138	SONY
VCR,HI 8	EVO-9850	10283	SONY
WAVEFORM/VECTOR MONITOR	1740	B030008	TEKTRONIX
WAVEFORM/VECTOR MONITOR	1740	B030069	TEKTRONIX
WAVEFORM/VECTOR MONITOR	1740	B030091	TEKTRONIX
WAVEFORM/VECTOR MONITOR	1740	B030090	TEKTRONIX
DA,VIDEO PS/TRAY	GVG900(2)	10687	GVG
DA,VIDEO PS/TRAY	GVG900(1)	10291	GVG
DA,VIDEO	902(2)	2849	GVG
DA,VIDEO/AUDIO	DA-500	12639	SONY
SWITCHER,VIDEO	110	22109	GVG
CONTROL PANEL,SWITCHER	110	32402	GVG
EXTENDER,SMALL 110-15	067626-01A	22101-1	GVG

EXTENDER,LARGE 110-15	067625-01C	22101-2	GVG
INTERCOM	QX-6	7802	VEGA
ADAPTOR, BATTERY	DC-520	1411	SONY
ADAPTOR, BATTERY	DC-520	14116	SONY
KIT, CONVERSION	MS-22	1975	CANON
KIT, CONVERSION	MS-22	1974	CANON
MONITOR, COMPUTER	CM-1495G	62490139	TATUNG
POWER AMPLIFIER, 200 WATT	PA-100B	Q11232	STEWART
MONITOR	PVM-8041Q	2002553	SONY
MONITOR	PVM-8041Q	2002558	SONY
HI-8 VCR	EVO-9700	103183	SONY
VIDEO 8 EDIT SYSTEM	EVO-9700	103258	SONY
MONITOR,COLOR	PVM-1342Q	201894	SONY
MONITOR,COLOR	PVM-1342Q	2017942	SONY
MONITOR,COLOR	PVM-1342Q	2018102	SONY
MONITOR,COLOR	PVM-1342Q	2017939	SONY
MONITOR,COLOR	PVM-1342Q	2017947	SONY
MONITOR,COLOR	PVM-1342Q	2017941	SONY
VCR,HI-8,DOCKABLE	EVV-9000	12843	SONY
VCR,HI-8,DOCKABLE	EVV-9000	11806	SONY
VCR,HI-8,DOCKABLE	EVV-9000	11854	SONY
VCR,HI-8,DOCKABLE	EVV-9000	12815	SONY
CAMERA,PORTABLE	DXC-537	10772	SONY
LENS	A16X9.5BRM	2850006120	FUJINON
CAMERA,PORTABLE	DXC-537	12094	SONY
Oscilloscope	LBO-315	107105	Leader
VIDEO PLAYER	VP-7000	14547	SONY
VIDEO PLAYER	VP-7000	12961	SONY
HI 8 VIDEO RECORDER	EVO-9850	10879	SONY
HI 8 VIDEO RECORDER	EVO-9850	10875	SONY
HI 8 VIDEO RECORDER	EVO-9850	10857	SONY
HI 8 VIDEO RECORDER	EVO-9850	10828	SONY
PROJECTOR,VIDEO	VPH-1040Q1	5000570	SONY
MONITOR, COLOR	PVM-3230	2002009	SONY
VIDEO DISC PLAYER	LDB-2000	40732	SONY
90 MB HARD DRIVE	PBP-90P	JD53030192	IOMEGA
PAINT BOX	DPB-7000	51482	QUANTEL
160 MB HARD DRIVE	917CB-15	2962	QUANTEL
80 MB REMOVABLE STOR DRIVE	PA3A1C	031724	CONT DATA
FLOPPY DRIVE 1.6 MB	DPB-7000	00104/3	QUANTEL
KEYBOARD	L036-16-005	125467-004	QUANTEL
DIGITIZER PAD	DPB-7000	44897	QUANTEL
JOY STICK	DPB-7000	2001-11-005	QUANTEL
MONITOR, COLOR	D-1910	FA7510045	PANASONIC
POWER SUPPLY	DPB-7000	4510	QUANTEL
POWER, SUPPLY	CPS-150	039209514	SOUNDCRAFT
EDITOR,GVG	VPE-131	D768	GVG
MICROPHONE STAND		HMS01	ATLAS
MICROPHONE, STAND		HMS02	ATLAS
MICROPHONE, STAND		HMS03	ATLAS
MICROPHONE, STAND		HMS04	ATLAS
ADAPTOR, CABLE	CCQX-3	HAC1	SONY
ADAPTOR, CABLE	CCQX-3	HAC2	SONY
HEADSET	CC-26	HHS1	CLEAR-COM
HEADSET	CC-26	HHS2	CLEAR-COM
HEADSET	CC-26	HHS3	CLEAR-COM
HEADSET	CC-26	HHS4	CLEAR-COM
HEADSET	CC-26	HHS5	CLEAR-COM
HEADSET	CC-26	HHS6	CLEAR-COM
HEADSET	CC-26	HHS7	CLEAR-COM
HEADSET	CC-26	HHS8	CLEAR-COM
HEADSET	CC-26	HHS9	CLEAR-COM
CAMERA CONTROL UNIT	CCU-360	21704	SONY
CAMERA CONTROL UNIT	CCU-360	21708	SONY
DISC DRIVE	XF551	W1855030945	ATARI
TELEPROMPTER,MINI	MVP-9	C9-636	Q-TV

SWITCHER	SEG-2550A	10541	SONY
BATTERY, CHARGER	AV-V30	Y275261	SONY
BATTERY, CHARGER	AV-V30	Y190793	SONY
BATTERY, CHARGER	AV-V30	840601	SONY
BATTERY, CHARGER	AC-V55	009303	SONY
LENS	EVS-X10	20274	SONY
LIGHT, KIT	T0-96	KIT#2	LOWEL
BATTERY, CHARGER	AC-V55	008927	SONY
MONITOR, COLOR	14KV475	313533	SHARP
MONITOR, COLOR	14KV475	313647	SHARP
MONITOR, COLOR	PVM-1271Q	2006867	SONY
MONITOR, COLOR	PVM-1271Q	200633	SONY
VIDEO, PLAYER	VP-5000	59811	SONY
VIDEO, PLAYER	VP-5000	59822	SONY
VIDEO, PLAYER	VP-5000	59317	SONY
VIDEO, PLAYER	VP-5000	59832	SONY
CAMERA	BVP-270	11506	SONY
CAMERA	BVP-270	11514	SONY
ZOOM SERVO GRIP	Z5G-200M	102050A	CANNON
ZOOM SERVO GRIP	Z5G-200M	101066A	CANNON
SPIDER	53A	531970	O'CONNOR
SPIDER	53A	531965	O'CONNOR
INTERCOM	QTR-2	5425	VEGA
EASA-PHONE	KX-T1470	OFBHE29350	PANASONIC
MICROPHONE	ECM-50PSW	28866	SONY
MICROPHONE	C-74	18943	SONY
MICROPHONE	C-74	18944	SONY
LENS,CAMERA	ERM-88	313015	FUJINON
LENS,CAMERA	ERM-88	317806	FUJINON
LENS,CAMERA	ERM-88	317297	FUJINON
ADAPTOR,BATTERY	DC-520	14115	SONY
AC ADAPTOR	AC-500	30472	SONY
AC ADAPTOR	AC-500	25135	SONY
AC ADAPTOR	AC-500	31684	SONY
PPSAD BELT		740	BAUER
BATTERY PACK	BP-80	021626	SONY
BATTERY PACK	BP-80	021333	SONY
TRANSFORMER PS	PX-18B	011282	CROWN
AUDIO AMPLIFIER	PZM-6LPB	003721	CROWN
MICROPHONE	635A	8830	ELECTROVOI
EXPOSURE METER	P-251	13110	SPECTRA
BATTERY PACK		300295	SONY
UHF TRANSMITTER	WRT-27A	80214	SONY
UHF TRANSMITTER	WRT-27A	30212	SONY
TUBE,SATICON PICKUP	BC 4908G	MZ47	RCA
EXTENDER BOARD		B1207779	TELEMET
KEYBOARD	E03224051	0602220	DUBNER
POWER SUPPLY	TDS QLC	2032	TDS
MONITOR, COLOR	PVM-1271Q	2018063	SONY
VHS EDITING CONTROLLER	AG-A95	K7A2458KB	PANASONIC
MONITOR,COLOR	PVM-1271Q	206867	SONY
LAZER DISC PLAYER	LDP-2000	110907	SONY
MONITOR,COLOR	PVM-2530	206314	SONY
INTERFACE,ROUTER		KG1331	GVG
CAREMA HEAD	3084	1739	VINTEN
CAMERA HEAD	3084	1797	VINTEN
POWER SUPPLY	8500PS	021723	GVG
PART OF FRAME	PULSE REGEN	84831	GVG
PART OF FRAME	DIGITAL BORD	84434	GVG
PART OF FRAME	CONTROL PROC	84806	GVG
PART OF FRAME	PROGRAM	85011	GVG
PART OF FRAME	PS MOD.	84813	GVG
REMOTE CONTROL		850209G	VIDEOSHOW
	900T	90170	GVG
INTERFACE,ROUTER		0174	GVG
AUDIO MIXER	612	181	GRAHAM-PAT

AUDIO EQUALIZER	712	083	GRAHAM-PAT
MONITOR PANEL		262	GRAHAM-PAT
MONITOR,COLOR	PVM-1271Q	20313008	SONY
SPEAKER	1107	0023	RCA
VIDEO DISC	SMC-2000	10241	SONY
AUTO CHANGEOVER SWITCHER	9550	OO6657-00	GVG
DC POWER SUPPLY		D18	SOLAVOLT
VIDEO DISC	SMC-2000	10790	SONY
CHARACTER GENERATOR	VP2/NTSC	2K1949586	CHYRON
KEYBOARD	A-8040-366	KS641063	SONY
KEYBOARD	A-8040-366	NS56I-0077	SONY
MASTER REFERENCE SYNC GEN	9520	006599-02	GVG
DISK DRIVE	4456-6	2000176	IBM
MONITOR HOOD	VF-502	04-28K6	SONY
MONITOR HOOD	VF-502	02-2916	SONY
CRT	SD-187G16	8-733-021-05	SONY
CRT	SD-187R16	8-733-023-05	SONY
HACC LENS	1030Q1	5011112	SONY
U-MATIC REMOTE	RM-420	13824	SONY
VIDEO SWITCHER	WJ-205RB	42Z01553	PANASONIC
VIDEO SWITCHER	VS-6LA	127055H6	DYNAIR
MONITOR,COLOR	PVM-1342Q	2018094	SONY
MONITOR,COLOR	PVM-1342Q	2017842	SONY
MACHINE CO. BRUSHES (2)	03-92	22407	HILDA
MACHINE CO. BRUSH	03-92	22401	HILDA
KEYBOARD	A-8040-366	NS56I-0028	SONY
KEY PAD	SMI-2060	10092	SONY
MOUSE	SMI-2062	10467	SONY
MOUSE	SMI-2062	10468	SONY
MOUSE	SMI-2062	10424	SONY
MOUSE	SMI-2062	10421	SONY
MOUSE	SMI-2062	10463	SONY
KEY PAD	SMI-2060	10053	SONY
KEY PAD	SMI-2060	10011	SONY
KEY PAD	SMI-2060	10055	SONY
KEYBOARD	A-8040-366	KS641353	SONY
VIDEO DISC	SMC-2000	10263	SONY
PROJECTOR SUSPENSION	PSS-10	2-286-910-01	SONY
MULTI-TIN LIGHTS (4)		100-301	COLORTAN
AUDIO DA	DA-6400	61587-64	HEDCO
RACKMOUNT KIT	RMM-100	27	SONY
EQUILIZ PRE AMP	994-6690-003	8921-277	HARRIS
VIDEO CASSETTE RECORDER	VO-4800	26061	SONY
VCR,PORTABLE	AG-6400	L8TA00064	PANASONIC
CHASSIS	DA 6400	861004	HEDCO
AUDIO DA	DA 6400	074	HEDCO
AUDIO DA	DA 6400	070	HEDCO
VIDEO SYSTEM SWITCHER		93A181	SIERRA
VIDEO SYSTEMS ROUTER		93A158	SIERRA
BATTERY PACK	PV-BP88	0005	PANASONIC
BATTERY PACK	PV-BP88	0002	PANASONIC
BATTERY PACK	PV-BP88	1001	PANASONIC
BATTERY PACK	PV-BP88	0004	PANASONIC
MULTIMETER	8010M	YWAE98	FLUKE
COLOR TEMP METER	SIXTICOLOR	5D7408	GOSSEN
MULTIMETER	467	G-16275	SIMPSON
MULTIMETER	8010M	YHAG68	FLUKE
MULTIMETER	467	G-23619	SIMPSON
OSCILLATOR	200CD	33352710	HEL PAC
VECTORSCOPE	2246	B111953	TEKTRONIX
MONITOR	SNA-9	378022	CONRAC
AUDIO PROGRAM MONITOR	APM-200	11920055	VIDEOTEK
CONTROL PANEL	X-Y	0613	GVG
XY CONTROL PANEL (UNIV)	HX-UCP-XY	0178	GVG
VECTORSCOPE	520A	B540B000	TEKTRONIX
VCR,VHS	AG-2200	D6HF01276	PANASONIC

CONTROL,PANEL DESTINATION	HX-SCP	1348	GVG
POWER SUPPLY	F100243	AS-411	TAMRON
VECTORSCOPE	1720	B012650	TEKTRONIX
DA,POWER SUPPLY	8500PS	061562	GVG
DA,VIDEO	8500	109268	GVG
DA,VIDEO	8500	086729	GVG
DA,VIDEO	8500	086734	GVG
DA,VIDEO	8500	070793	GVG
DA,VIDEO POWER SUPPLY	8500PS	182417	GVG
DA,VIDEO	8500	054260	GVG
DA,AUDIO	8561	024240	GVG
DA,AUDIO	8561	023988	GVG
DA,AUDIO	8561	022075	GVG
DA,AUDIO	8561	024237	GVG
DA,AUDIO POWER SUPPLY	8561	010792	GVG
DA,AUDIO POWER SUPPLY	8561	006087	GVG
REF. SYNC. GEN.	9520A	015335	GVG
REF. SYNC. GEN.	9520	002984	GVG
10 W MON AMP	410	126384	RTS
10 W MON AMP	410	126383	RTS
DA,AUDIO	855 1	118863	GVG
DA,AUDIO	855 1	118861	GVG
DA,AUDIO	855 1	119495	GVG
DA,AUDIO	855 3	132	GVG
DA,AUDIO POWER SUPPLY		1151	GVG
GRAP FACT DISK DRIVE		1991	
ROUTER GPI		092639-00	GVG
ROUTER VSD		092637-00A	GVG
KEYBOARD	100	1984	GVG
PROJECTOR STAND		1983	RUDCO
TITLE KEYBOARD	KI-9700	1978	SONY
TITLE KEYBOARD	KI-9700	1977	SONY
WIDE ANGLE LENS	CYCLOPS	1976	FUJNON
FLOOD/SPOT LIGHT	100-301	1990	BERKEY
FLOOD/SPOT LIGHT	100-301	1989	BERKEY
FLOOD/SPOT LIGHT	100-301	1988	BERKEY
HEAD, FLUID	VIDEO 20	203283	SACHTLER
VCR,VHS	AG-1280P	L3SA10571	PANASONIC
VCR,VHS	AG-1280P	L3SA10572	PANASONIC
3/4 IN RECORDER	5600	43435	SONY
3/4IN RECORDER	5600	45256	SONY
MONITOR,COLOR	5820	017214	SONY
MONITOR,COLOR	PVM-1910	20090063	SONY
MONITOR,COMPUTER	ZCM-1490	839NF0255NOJ	ZENITH
MONITOR,COLOR	PVM-1000	230249	SONY
MONITOR	BVM-1310	200394	SONY
VECTORSCOPE	520A	V405291	TEKTRONIX
MONITOR		B132567	TEKTRONIX
MONITOR	PVM-2030	2033471	SONY
RECORDER, BETA	PVV-1	10119	SONY
MULTIMETER	467	6-16275	SIMPSON
MICROPHONE	RE-15	8842	ELECTROVOI
MICROPHONE	RE-15	8843	ELECTROVOI
BATTERY	NP-1	B23	SONY
BATTERY	NP-1	B24	SONY
VCR,VHS	AG-1940	000	sony
VIEW LENS	DXF-501	14235	SONY
VIEW LENS	DXF-501	12530	SONY
VIEW LENS	DXF-501	12042	SONY
BATTERY	NP-1	B22	SONY
CAMERA,HI-8	EVO-150TR	31396	SONY
BATTERY	NP-77H	78	SONY
CHARGER,BATTERY	AC-V30	Y034493	SONY
NIGHT LENS		52135	DARK INV.
	EVO-9700	103256	SONY
VIDEOCASSETTE RECORDER	EVO-9800	11129	SONY

VIDEOCASSETTE RECORDER	EVO-9800	11015	SONY
HANDHELD MICROPHONE	PE50SP		SHURE
HANDHELD MICROPHONE	PE50SP		SHURE
NIGHT VISION SCOPE	M911A	2085	LITTON
NIGHT VISION SCOPE	M911A	2086	LITTON
BATTERY	PRO PAC 13	50685S	ANTON BAUE
BATTERY	PRO PAC 13	50686S	ANTON BAUE
BATTERY	PRO PAC 13	54619S	ANTON BAUE
RECORDER/PLAYER HI 8	BVW-22	14371	SONY
RECORDER/PLAYER HI 8	BVW-22	14370	SONY
Projector, Opaque			
EX HARD DRIVE			
MAC QUADRA 800			
MAC QUADRA 800			
NPPC5/NO REPLAC			
B&W Laser Printer			
Printer, Automatic			
Receiver-Color			Sony
Receiver-Monitor			Sony
Recorder-Reproducer			
Test Set, Oscillator			
Quadra MAC 800			Mac
Color Copier			
Monitor, Video			
Monitor, Monochrome			
Monitor, Waveform			
Recorder-Reproducer			
System Amp DA			
AUDIO DA POWER SUPPLY	DA 6400PS	043	HEDCO
AUDIO DA CHASSIS	DA 6400	861002	HEDCO
AUDIO DA	DA 6400	058	HEDCO
AUDIO DA	DA 6400	063	HEDCO
AUDIO DA POWER SUPPLY	DA 6400PS	044	HEDCO
Tone Generator	GVG-8553	421	GVG
P/N 6000 Video DA	VDF 6000	861005V	HEDCO
P/N 6000 Video DA	VDF 6000	861006V	HEDCO
P/N 6000 Video DA	VDF 6000	861008	HEDCO
Amp Audio/Video	SPOTMASTER	903011	SPOTMASTER
TS Attenuator	350D	22006699	HEW/PAC
MULTIMETER	8010M	3785068	FLUKE
VCR,BETACAM	PVW-2800	12579	SONY
VCR,BETACAM	PVW-2800	26901	SONY
VCR,BETACAM	PVW-2800	13232	SONY
VCR,BETACAM	PVW-2650	13030	SONY
VCR,VHS	AG-6810	A9TA00102	PANASONIC
VCR,VHS	AG-1230	I8KN00213	PANASONIC
ADAPTER,BETA COMPONENT	CVA-1	10060	AMPEX
BATTERY,MIC MOUNT KIT	8146-2281	181	A/BAUER
MIXER,MICROPHONE	M267	12346	SHURE
ADAPTER,CAMERA	CA-537	15273	SONY
ADAPTER,CAMERA	CA-537	15271	SONY
ADAPTER,CAMERA	CA-537	11191	SONY
ADAPTER,CAMERA	CA-325	14245	SONY
EXPOSURE METER	P-251	13116	SPECTRA
RECORDER/PLAYER Beta/SP	BVW-22	15680	SONY
TEST SET SEMICONDUCTOR	TF46	3625206M	SENCORE
AUTOSHOW	AUTOSHOW		TECKELEC
MONITOR, 13"	CT1383		PANASONIC
COMPUTER	4000-040		AMIGA
MONITOR	1084		AMIGA
VIDEO TOASTER	4000		AMIGA
VHS/VCR	AG-1310		PANASONIC
VHS/VCR	AG-1310		PANASONIC
VHS/VCR	AG-1310		PANASONIC
VHS/VCR	AG-1310		PANASONIC

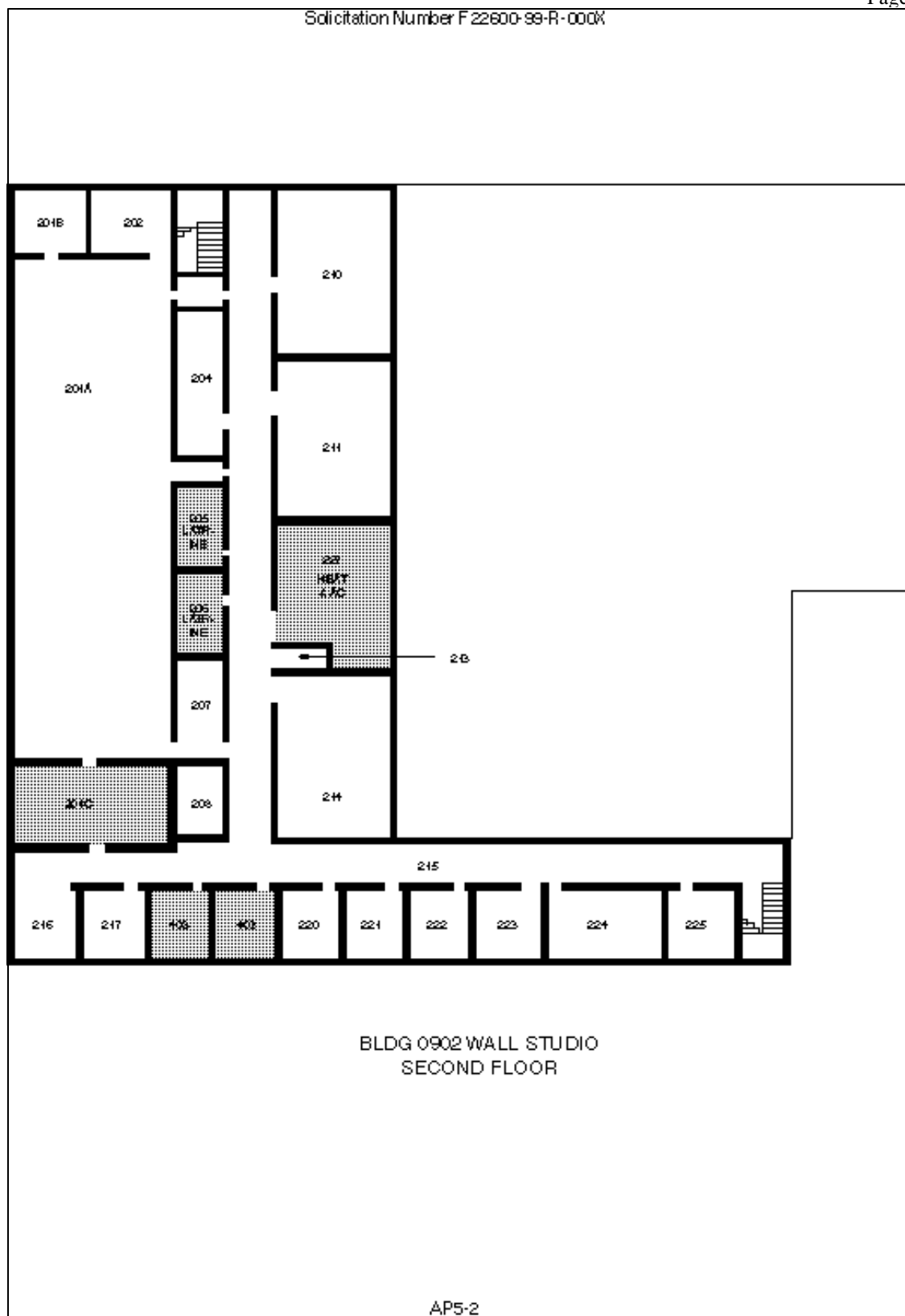
APPENDIX 5 (A-5)

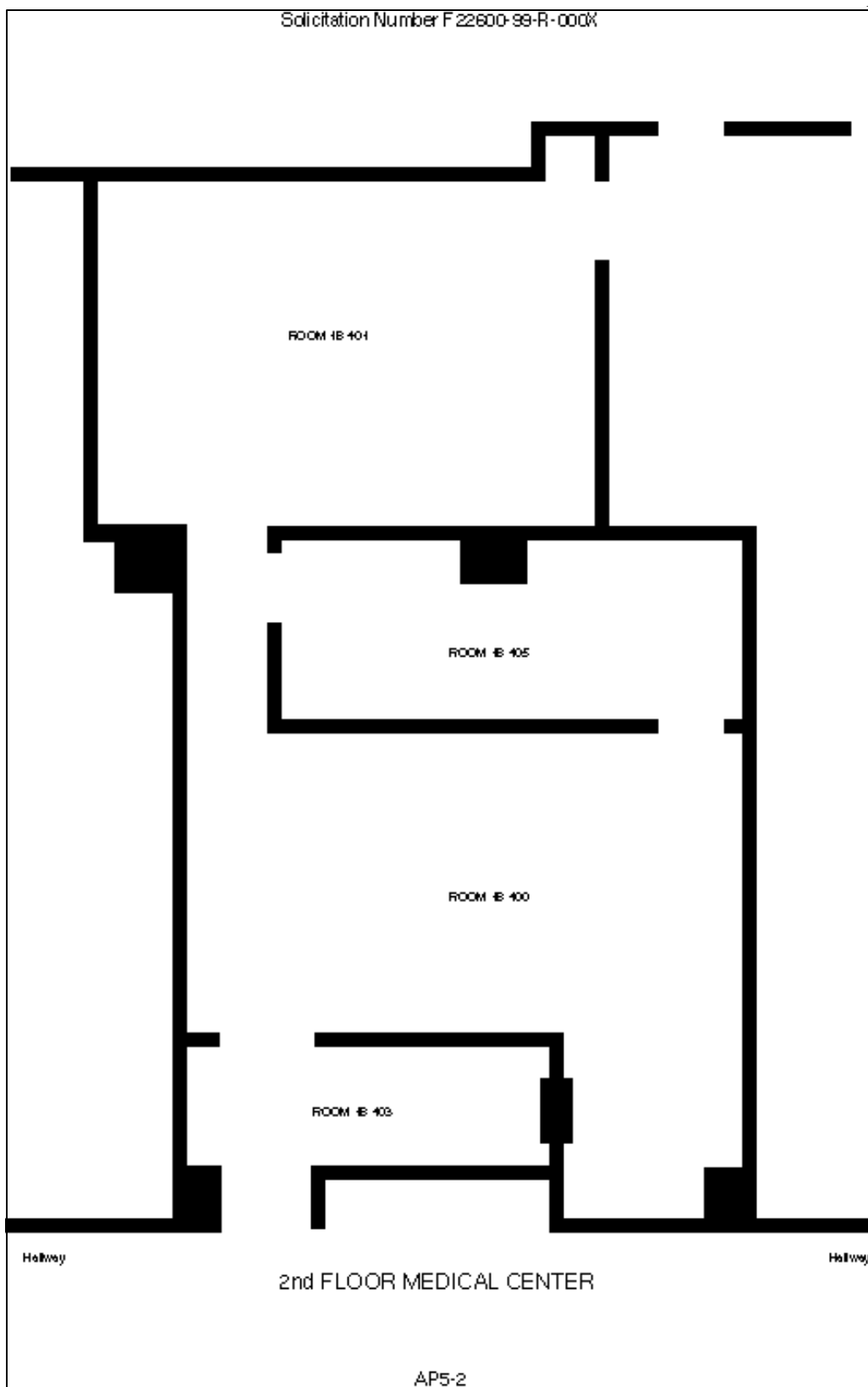
MAPS

Shaded areas on the maps are reserved for government control



Shaded areas are reserved for government control





APPENDIX 6 (A-6)

REQUIRED DOCUMENTATION AND REPORTS DATA

1. Contract Manager Designation
Provide BVIM and QA personnel with a copy of letter(s) designating Contract Manager. Ref. 4.4.1
2. Medical Certifications
Provide BVIM and QA personnel with a copy of documentation of medical examinations for contract personnel. Ref. 4.4.2.2
3. Professional Certifications
Provide BVIM and QA personnel with copies of documentation of certification for the medical illustrator and medical photographer. Ref. 4.4.2.2 and 4.4.2.3
4. Employee/Security Clearance Listing
Provide BVIM with complete listing of contract employees and their security clearances that are engaged in work performance of the Visual Information Services contract. Ref. 4.5.10
5. Equipment Custodian
Provide BVIM with copy of Equipment Custodian appointment and training. Ref. 4.6.1
6. Records Custodian
Provide BVIM with copy of Records Custodian appointment and training. Ref. 1.2.6 and 4.6.2
7. Quality Control Plan
Provide BVIM and QA personnel with copy of Contractor's Quality Control Plan. This plan must cover all aspects of the contract to include SDSs, Key Control, Inspection Methods and Corrective Actions. Ref. 4.7
8. Backup Disk and Printout
Provide BVIM and QA personnel with weekly backup disk and printout of work order transactions of the previous week. Ref. 1.1.3.8
9. Weekly Work Order Reports
Provide the QA personnel with the previous weeks' completed and numbered work orders. Cover sheet shall be of a style and format mutually agreed upon by the contractor and QA personnel. Ref. 1.1.4.1
10. Monthly Work Order Report
Provide the BVIM with a complete breakdown of all Visual Information work completed the previous month. Report shall be of a style and format mutually agreed upon by the contractor and the BVIM. Ref. 1.2.1
11. Reimbursable Cost Data
Provide the BVIM with a complete breakdown of reimbursable cost incurred performing work for valid Host-Tenant and Inter-Service Support Agreements. Report shall be of a style and format mutually agreed upon by the contractor and BVIM. Ref. 1.2.1 and 1.2.4

12. Alert Photographer List

Provide the BVIM, QA personnel, SFS, Command Post and Medical Center with a list of designated Alert Photographers, their tour of duty, beeper and phone numbers. List shall be of a style and format mutually agreed upon by the contractor and the BVIM and QA personnel. Ref. 1.2.1 and 1.4.2.11.7

13. Interactive Video Tele-training (IVT)

Provide the BVIM with a complete report of IVT broadcasts for the previous month. Report shall be of a style and format mutually agreed upon by the contractor and the BVIM. Ref. 1.2.1

14. VI Historical Submission

Provide 11 CS, Public Affairs (PA) and BVIM with still photo submission reports data. Contractor shall ensure that PA will review and enclose cover letter for record submission to 11 CS. Report shall submitted in format dictated by the 11 CS. Ref. 1.2.2 and 1.4.2.14.4

15. Equipment Replacement and Upgrade

Provide the BVIM with a detailed list of equipment replacement and upgrade by 30 June each year for utilization of the CLIN. Report shall be of a style and format mutually agreed upon by the BVIM and QA personnel. Ref. 1.11.6

16. Five Year Visual information Equipment Plan (VIEP)

Provide BVIM with a five-year VIEP in style and format mandated in AFI 33-117. Ref. 1.11.7

17. Unforeseen Reports Data

Provide BVIM and QA personnel with reports required by higher authority in relation to Visual Information Services at Keesler AFB performed by the contractor. These reports may require quick turnaround time. The contractor, BVIM and QA personnel will closely to ensure the reports are accomplished quickly and accurately.